

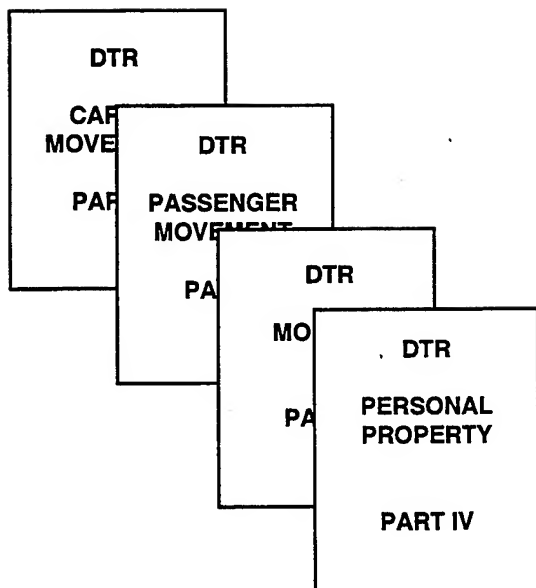


DOD 4500.9-R

DEFENSE TRANSPORTATION REGULATION

PART IV

PERSONAL PROPERTY



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AUGUST 1999

DEPUTY UNDER SECRETARY OF DEFENSE
FOR
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ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON DC 20301-3000

FOREWORD

02 AUG 1999

This Regulation is issued under the authority of Deputy Under Secretary of Defense (Logistics) Memorandum, "Defense Transportation Regulation (DTR), Parts I-IV," August 4, 1995. It implements DOD policies governing the use of DOD-owned and controlled aircraft, sealift/airlift, and establishes criteria for passenger, personal property, cargo, and mobility movement. In accordance with DOD Directive 5158.4, "United States Transportation Command," January 1993, USCINCTRANS is the DOD single manager for transportation (for other than Service unique or theater-assigned transportation assets). Strict adherence to the provisions of this Regulation is essential to maintain the integrity of the DOD transportation system. This Publication provides for the movement of passengers, cargo, and personal property to, from, and within Continental United States (CONUS) and Outside the Continental United States (OCONUS).

This Regulation applies to the Office of the Secretary of Defense; Military Departments; Chairman and Joint Chiefs of Staff; Unified Commands; and the Defense Agencies (hereafter referred to collectively as the "DOD Components"). It also applies, to travel and transportation for Uniformed Service members of the U.S. Coast Guard, U.S. Public Health Service, and U.S. Coast and Geodetic Survey, when cross-servicing agreements are in effect.

This Regulation is effective immediately. To ensure uniformity, there is no provision for supplemental or unilateral modifications to this Regulation and all DOD Components will distribute it for use at the operating level. The DOD Components may publish more detailed guidance if needed and will provide a copy to USTRANSCOM/TCJ4-LTP. Proposed changes to this Regulation may be sent to USTRANSCOM/TCJ4-LTP. USTRANSCOM will forward proposed changes to the Assistant Deputy Under Secretary of Defense for Transportation Policy for approval. No changes to the Defense Transportation Regulation (DTR) may be made without prior coordination with the Military Services.

The DOD Components may obtain copies of this Regulation through their own publication channels and it is approved for public release; distribution unlimited. Authorized registered users may obtain copies of this publication from the Defense Technical Information Center, 8725 John J. Kingman Road, Fort Belvoir VA 22060. Other Federal Agencies and the public may obtain copies for a fee from the U.S. Department of Commerce, National Technical Information Services, 5285 Port Royal, Springfield VA 22161.



Roger W. Kallock
Deputy Under Secretary
of Defense (Logistics)



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REFERENCES

(Each applies to the current edition unless otherwise specified. Due to numerous reorganization efforts, the guidance in some of the references may have been, or will be reissued in other publications. It may be necessary to consult a functional area expert to determine the most recent guidance.)

- (a) Chapter II of Executive Order 11625, "Prescribing Additional Arrangements for Developing and Coordinating a National Program for Minority Business Enterprise, "October 13, 1971".
- (b) Title 15, United States Code, Section 631 et seq., Small Business Investment Act of 1958, as amended.
- (c) Title 49, United States Code, Section 1241 et seq., Federal Aviation Act of 1958, as amended.
- (d) ATF Pub 5300.5, "Your Guide to Firearms Regulation".
- (e) DOD Directive 1400.20, "DOD Program for Stability of Civilian Employment".
- (f) DOD Directive 4000.19, "Inter-service, Interdepartmental, and Interagency Support".
- (g) Joint Federal Travel Regulations , Volume 1
- (h) Joint Travel Regulations, Volume 2
- (I) DOD 5030.49-R, "Customs Inspection", authorized by DOD Directive 5030.49.
- (j) DOD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)", Volumes I and II.
- (k) Federal Acquisition Regulation.
- (l) Title 10, United States Code, Section 2304, "Purchases and Contracts, Formal Advertising Exception".
- (m) Title 49, United States Code, Section 176.905, "Motor Vehicles or Mechanical Equipment Powered by Internal Combustion Engines".
- (n) DOD 4160.21-M, "Defense Reutilization and Marketing Manual", authorized by DOD Directive 4160.21.
- (o) Title 26, United States Code, Section 5801 et seq., "National Firearms Act".

(p) Title 49, United States Code, Section 10922, "Certificates of Motor and Water
Common Carriers".

DEFINITIONS

The following word/phrase definitions are provided for use in conjunction with DTR, Part I, Part II, Part III, and Part IV.

1. **Abbreviated Transportation Accounting Classification.** Alphanumeric code used in lieu of a full 23 character line accounting.
2. **Accessorial Charge.** Any rate or charge stated in a tariff, tender, or solicitation for accessorial services that is in addition to a line-haul rate.
3. **Accessorial Service.** A service performed by a carrier in addition to the line-haul.
4. **Acquired Dependent.** A military member's dependent acquired through marriage, adoption, or other action during the course of a member's current tour of assigned duty. The term does not include persons dependent on the member or children born of a marriage that existed before the beginning of a current overseas tour.
5. **Active Duty.** Full-time duty in a military service of the United States. This includes members of the Reserve components serving on active duty or full-time training duty, but does not include full-time National Guard duty.
6. **Actual Placement.** The placing of a carrier conveyance in an accessible position for loading or unloading, or at a place previously designated by the consignor or consignee.
7. **Actual Value Rate.** A rate based on the actual value of the material shipped.
8. **Aerial Port.** An airfield that has been designated for sustained air movement of personnel and materiel to serve as an authorized port of entrance or departure to or from the country where located.
9. **Aerial Port of Debarkation (APOD).** A station that serves as an authorized port to process and clear aircraft and traffic for entrance to the country where located.
10. **Aerial Port of Embarkation (APOE).** A station that serves as an authorized port to process and clear aircraft and traffic for departure from the country where located.
11. **Affiliation Training.** This is the central focus of the affiliation training program. Classroom and hands-on instruction provide a forum for exchange of information in an informal, working-level environment. The equipment preparation course and airlift planners course are taught to the airlift user at the user's location.

12. **Affiliation Training Team (ATT)**. Air Mobility Control Squadrons (AMCSs), Air Mobility Control Flights (AMCFs), Airlift Control Squadrons (ALCSs), and Airlift Control Flights (ALCFs) are responsible for conducting the AMC Affiliation Program. An ATT consists of two qualified affiliation instructors responsible for conducting the equipment preparation course and airlift planners course.

13. **Agent, Carrier's**. A business firm, corporation, or individual acting for or in behalf of a carrier. A bona fide agent of a personal property carrier, as distinguished from a broker, is a person who or a business enterprise which represents and acts for a motor carrier or freight forwarder and performs its duties under the direction of the carrier pursuant to a pre-existing agreement with the carrier, providing for a continuing relationship between them.

a. **Booking Agent**. An agent designated on the letter of intent (LOI) by a carrier as the single point of contact to act in its behalf.

b. **General Agent**. A general agent is a business entity employed as a carrier's representative in a country or specified geographic area. A general agent cannot act as a local agent unless so designated on the carrier's LOI. The carrier, not the general agent, is responsible for all payments, rating filings, and control of shipments.

14. **Agreed Valuation**. The value of articles in a freight shipment agreed upon as the basis on which the freight rate is assessed. This valuation establishes a value beyond which recovery cannot be made in event of loss or damage in transit.

15. **Air Charter Service**. Air transportation procured under an arrangement with an air carrier for the exclusive use of one or more aircraft.

16. **Air Evacuation Patient**. The process of moving any person by air who is wounded, injured, or ill to and/or between medical treatment facilities.

17. **Airlift Clearance Authority (ACA)**. A Service activity which controls the movement of cargo (including personal property) into the airlift system under the provisions of DOD 4500.32-R, MILSTAMP.

18. **Airlift Control Flight (ALCF)**. Designation of an Air Force Reserve or Air National Guard equivalent of an Air Mobility Control Squadron. When deployed under the direct command of HQ AMC or HQ AMC TACC, their duties and responsibilities are the same as an Air Mobility Control Squadron or Air Mobility Control Flight.

19. **Airlift Control Squadron (ALCS)**. Designation for an Air Combat Command equivalent of an Air Mobility Control Squadron. When deployed under the direct command of HQ AMC or HQ AMC TACC, their duties and responsibilities are the same as an Air Mobility Control Squadron (AMCS).

20. **Air Mobility Command (AMC)**. An Air Force major command and USTRANSCOM Air Force component with the primary responsibility for DOD strategic airlift.

21. **Air Mobility Control Flight (AMCF)**. Designation for an OCONUS Air Mobility Control Unit. These units are part of an Air Mobility Control Squadron. They are smaller in composition, but provide the same duties and responsibilities of an AMCS.

22. **Air Mobility Control Squadron (AMCS)**. Provides a cadre of personnel to deploy worldwide and establish C2 capabilities at locations where insufficient or no operational support exists for air mobility assets. AMCS operate Tanker Airlift Control Elements (TALCEs), deploy mission support teams, conduct airfield surveys, and conduct AMC affiliation training.

23. **Air Movement Designator (AMD)**. An alphanumeric code assigned according to established codes to identify the originating and destination station, priority, type travel, and sponsoring activity in whose interest a passenger is being moved.

24. **Air Taxi Service**. Air transportation in aircraft having a gross takeoff weight of less than 12,500 pounds and operating under the requirements of federal and state bodies.

25. **Air Terminal**. A facility which functions as an air transportation hub and accommodates the loading and unloading of aircraft and in-transit processing of traffic. The airfield on which the air terminal is located may or may not be designated an aerial port.

26. **Air Terminal Operations Center (ATOC)**. The command and control element of an aerial port, performs aircraft load planning and airlift capability forecasting. Provides air terminal information control. Performs lost and damaged cargo investigations. Performs ramp coordination duties, computer operations, and system administration. Maintains station files and prepares reports.

27. **Alternate POV Port**. A port selected by the member for movement of a POV in lieu of the authorized port, for personal convenience.

28. **AMC Channel Structure**. Aerial Port of Embarkation and Aerial Port of Debarkation pairs between which common-user airlift may be provided on a scheduled basis. A channel does not represent actual aircraft routing, although the two may be the same.

29. **Ammunition/Explosives**. A device charged with explosives, propellants, and pyrotechnics, initiation composition of nuclear, biological, or chemical material for use in connection with defense or offense, including demolition. This also includes ammunition used for training, ceremonial, or non-operational purposes.

30. **Appeal**. Procedure which allows reconsideration of a carrier semi-annual score, suspension, non-use, or disqualified status.

31. **Appliance Servicing.** Preparation of household appliances at origin to withstand handling-in transit or in storage and reversal of the process at destination.
32. **Area Monitoring Office.** The office which is assigned responsibility for monitoring Transportation Discrepancy Report (TDR) actions in a specific theater or area.
33. **Area of Operation.** A specifically defined geographic area established by a transportation office (TO) within an area of responsibility for traffic distribution purposes. Areas of operation are established in response to the specific economic and transportation sectors existing in an area of responsibility to facilitate an efficient working relationship with DOD-approved carriers.
34. **Area of Responsibility (AOR).** A defined geographic area in which responsibility is specifically assigned to the commander of the area for development and maintenance of installations, control of movement, the conduct of tactical operations involving troops under the commander's control, along with parallel authority to exercise these functions; and/or acquisition of transportation, storage, and related personal property movement services.
35. **Armed Forces (Military Services).** The Army, Navy, Air Force, Marine Corps, and Coast Guard (See 37 CFR 101(4)).
36. **Armed Forces of the United States.** A term used to denote collectively all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard. (Also see "United States Armed Forces").
37. **Arrival Airfield Control Group (AACG).** An organization which receives transported units' personnel and equipment from the Air Force carrier and controls them until released to their parent unit.
38. **Astray Cargo.** Shipments or portions of shipments found in a carrier's possession or delivered to a government activity for which billing (waybill, freight warrant, etc.) is not available, or which is being held for any reason except transfer.
39. **Attempted Pickup and/or Delivery Charge.** See "Applicable Rate Solicitation."
40. **Authorized Privately-Owned Vehicle (POV) Port.** Designated port to be used for loading and unloading POVs.
41. **Auxiliary Services.** See Applicable Rate Solicitation.
42. **Axle Weight.** Total weight transported over the road by a single axle.
43. **Baggage, Accompanied.** All baggage carried or accompanying a passenger traveling on an aircraft.

a. **Carry-On Baggage.** Accompanied baggage carried aboard the aircraft by a passenger. This includes cosmetic cases, briefcases, shaving kits, or other packages to which a passenger may desire access during flight.

b. **Checked Baggage.** Accompanied baggage accepted and checked for a flight at the time a passenger is processed. It normally is stored in the aircraft in such a way that it is not available to the passenger during the flight.

44. **Baggage, Unaccompanied.** See DOD Component publications and/or JTR/JFTR.

45. **Barge.** A flat-bottomed vessel customarily used in commercial ship canals and in ports where ships are unable to load or unload at piers due to shallow drafts.

46. **Best Value.** Selection of contractors/carriers to support Defense Transportation System (DTS) requirements will be based on a trade-off between cost and other factors, such as past performance and ability to perform service within stated requirements. Low cost will not be the primary factor and it is possible that the low cost carrier will not receive the award in a best value selection. Past performance factors could be: on-time pick-up and delivery percentage, lost or damaged cargo percentage, and number of claims. Service factors could be: in-transit visibility (ITV) ability; response time for requirement, and routing ability.

47. **Between Decks.** Between lower and upper decks. In cargo vessels, is space in holds between lower hold and main deck. Also called "tween decks".

48. **Blue Bark.** U.S. military personnel, U.S. citizen civilian employees of the Department of Defense, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to designated escorts for dependents of deceased military members. Furthermore, the term is used to designate the personal property shipment of a deceased member.

49. **Breakbulk Ship.** A ship with deep holds that are loaded through hatches. Ships are normally self sustaining.

50. **Calendar Days.** Consecutive days without regard to weekends or holidays.

51. **Call Number.** Locally assigned control number provided by the ordering activity when a requirement for service is placed with the contractor. For in-bound shipments the number is normally assigned when the TO receives the freight bill or written receiving notice from the contractor. For out-bound local drayage shipments or storage, the number is normally assigned at the time the order is placed with the contractor.

52. **Cargo.** Supplies, materials, stores, baggage, or equipment transported by land, water, or air.

a. **Bulk.** Dry or liquid cargo, e.g., oil, coal, grain, ore, sulfur, or fertilizer, which is shipped unpackaged in large quantities.

b. Containerizeable Cargo. Items which can be stowed or stuffed into a container closed SEAVAN or MILVAN.

c. Non-Containerizeable Cargo. Items which cannot be stowed or stuffed into SEAVANs or MILVANS, i.e., overdimensional or overweight cargo.

d. Source Stuffed Cargo. Cargo which economically fills a container from a single origin point.

53. **Carload (CL)**. A quantity of freight required for application of a carload rate. Also, a rail car loaded to its carrying capacity.

54. **Carrier**. Any individual, company, or corporation commercially engaged in transporting cargo, passengers, or household goods. A business entity that holds appropriate state or federal permits or certificate for the movement of personal property and/or mobile homes. Carriers are further defined in the International Through Government Bill of Lading (ITGBL) program as follows:

a. Primary Carrier. The carrier who establishes the low rate for an incentive traffic channel during the traffic distribution period is the primary carrier. A primary carrier is also referred to as a rate setter.

b. Equalization Carrier. Any carrier meeting the low rate for an incentive traffic channel becomes an equalization carrier. Equalization carriers share the remaining traffic not tendered to the primary carrier.

c. Other Participating Carrier. A carrier that neither sets nor equalizes the low rate but instead files a higher rate is a participating carrier.

55. **Carrier Accepted Rate and Certification Printout with Error Listing**. See Applicable Rate Solicitation.

56. **Carrier, DOD-Approved**. Any carrier, as defined above, approved by the Commander, Military Traffic Management Command, for participation in the DOD Personal Property Shipment and Storage Program.

57. **Category B and M Airlift**. Category B is AMC-procured planeload charter on commercial aircraft. Category M is travel on military aircraft.

58. **Certification of Essentiality: For Highway Movement**. A certification by an appropriate military authority that the cargo is "essential cargo." The oversize or overweight shipment cannot be reduced in size or weight and the shipment must be moved via highway.

59. **Channel Airlift**. Common-user airlift service provided on a recurring basis between two points.
60. **Channel Sequence Listing**. A listing of approved active AMC channels prepared annually by HQ AMC and distributed to all users of AMC airlift.
61. **Channel Traffic**. Passengers and cargo moving over established worldwide routes served by either scheduled DOD aircraft under the control of AMC or commercial aircraft under contract to and scheduled by AMC.
62. **Circuitous Route**. A route from shipment origin point to destination point which is other than the direct route between the points and which is used by carrier for emergency reasons or if required by Federal, state, or local statutes.
63. **Civil Agencies**. All agencies in the federal government other than DOD installations and activities, e.g., General Services Administration (GSA).
64. **Claim**. A written legal demand for payment of goods lost or damaged in shipment.
65. **Claims Office**. The office responsible for filing claims on behalf of the DOD against carriers, contractors, stevedores, or vendors for loss or damage. The appropriate finance center for CONUS commercial carriers; MSC for commercial ocean carriers; the responsible contracting officer for contractors, stevedores, and vendors. This also applies to movement of personal property.
66. **Classification**. See "Freight Classification."
67. **Classified Material/Matter**. Official information or matter, in any form or of any nature, which requires protection in the interest of national security. Material is classified CONFIDENTIAL or SECRET under DOD 5200.1-R, Information Security Program Regulation. Material classified TOP SECRET is not included in this Regulation.
68. **Clearance Authority (CA)**. The activity which controls and monitors the flow of cargo into the airlift or water transportation system. (See Airlift Clearance Authority (ACA), Ocean Cargo Clearance Authority (OCCA), and Water Clearance Authority (WCA)).
69. **Cleared Carrier**. A commercial carrier who meets the criteria for handling up to SECRET shipments.
70. **Close Blood or Affinitive Relative**. A permanent member of a household, a resident in the household of a military member, a DOD civilian employee, or an American Red Cross employee, who is dependent on the sponsor for a home. This does not apply to a dependent as defined in "Dependent" below.

71. **Closed Vehicle or Equipment**. A conveyance that is fully enclosed with permanent sides and top, and with doors that can be locked and sealed.

72. **Closure**. The process of a unit arriving at a specified location.

73. **Code/Mode Guide**. The Code/Mode Guide provides an analysis of ITGBL rates for every code/mode of service. Details/instructions on use of this guide are provided in the ITGBL procedures. The Code/Mode Guide is based only on costs; operational considerations or specific service policies may take precedence.

74. **Codes of Service**. The following are definable types of service under the TGBL method:

a. **Domestic Motor Van (Code 1)**. Movement of household goods in a motor van from origin residence in CONUS to destination residence in CONUS. Automated systems will use Code 1A for interstate movements and Code 1B for intrastate movements.

b. **Domestic Container (Code 2)**. Movement of household goods in containers from origin residence in CONUS to destination residence in CONUS. Automated systems will use Code 2A for interstate movements and Code 2B for intrastate movements.

c. **International Door-to-Door Container (Code 3)**. Movement of household goods in containers using MSC negotiated rates to commercial port of discharge.

d. **International Door-to-Door Container (Code 4)**. Movement of household goods in MTMC-approved door-to-door shipping containers (wooden boxes) whereby a carrier provides linehaul service from origin residence to ocean terminal, ocean transportation to port of discharge, and linehaul service to destination residence, all without rehandling of container contents.

e. **International Door-to-Door Container Government Ocean Transportation (Code 5)**. Movement of household goods in MTMC-approved door-to-door shipping containers (wooden boxes) whereby a carrier provides linehaul service from origin residence to military ocean terminal, the government provides ocean (MSC) transportation to designated port of discharge, and the carrier provides linehaul service to destination residence, all without rehandling of container contents.

f. **International Door-to-Door Air Container (Code 6)**. Movement of household goods whereby the carrier provides containerization at the origin residence, surface transportation to the airport nearest origin that can provide required services, air transportation to the airport nearest destination that can provide required services, and transportation to the destination residence.

g. **International Land-Water-Land Baggage (Code 7)**. Movement of unaccompanied baggage whereby the carrier provides packing and pickup at origin, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

h. International Land-Air-Land Baggage (Code 8). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at origin, transportation to the origin airport, air transportation to the destination airport, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

i. International Door-to-Door Container - AMC (Code T). Movement of household goods whereby the carrier provides containerization at the origin residence and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The carrier provides transportation to the destination residence.

j. International Land-Air (AMC)-Land Baggage (Code J). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at the origin and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The carrier provides transportation to destination from AMC terminal and cutting of the banding and opening of the boxes at the destination residence.

75. Column Length. Length of roadway occupied by a convoy column in movement, including the gaps inside the column, from the front of leading vehicle to rear of last vehicle.

76. Commercial Air Movement. The movement of a group of persons routed by Headquarters, Military Traffic Management Command (HQ MTMC) in regular or chartered commercial air service.

77. Commercial Bill of Lading (CBL). Carrier documentation used for transportation of shipments, such as that used by small package express carriers. It includes the commercial procedures related to the use of such documentation.

78. Commercial Carrier. Common, contract, for-hire, and private carriers.

79. Commercial Travel Office (CTO). The commercial activity providing full range of commercial travel and ticketing services at a DOD installation under a contract or memorandum of understanding.

80. Common-User Land Transportation (CULT). A program managed by a designated single manager for all DOD motor carrier cargo movements in a theater, specific country, or geographic region. Theater CINC usually designates the predominate DOD Component as the CULT manager.

81. Common-User Lift. U.S. Transportation Command-controlled lift: The pool of strategic transportation assets either government-owned or chartered that are under the operational control of Air Mobility Command (AMC), Military Sealift Command (MSC), or Military Traffic Management Command (MTMC) for the purpose of providing common-user transportation to the DOD across the range of military operations. These assets range from common-user organic

or chartered pool of common-user assets available day-to-day to a larger pool of common-user assets phased in from other sources.

82. **Common-User Water Terminal**. A facility which regularly provides (for two or more Services) the terminal functions of receipt, transit storage or staging, processing, and loading or unloading of cargo or passengers on ships. It may be a military installation, part of a military installation, or a commercial facility operated under contract or arrangement of a DOD Component.

83. **Commuting Area**. A distance designated by the military services from an origin or destination point.

84. **Consignee**. The recipient (unit, depot, or person) to whom cargo/personal property is addressed or consigned for final delivery. Activity that is receiving the product.

85. **Consignor**. The person or activity that is the supplier or shipper of a product.

86. **Consolidated Booking Office (CBO) / Consolidated Booking Agency (CBA)**. A PPSO, staffed and operated by a single military service, which provides consolidated booking of personal property shipments and selected traffic management functions in support of designated PPSO/PPPO activities within an assigned area of responsibility.

87. **Consolidated Personal Property Shipping Office (CPPSO)**. An activity staffed and operated by one military service in support of all military service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for DOD members. Support is provided on a common service, nonreimbursable basis.

88. **Contained Environment**. Transportation lift assets are in short supply. Movement requirements exceed asset availability.

89. **Constructive Placement**. When a carrier conveyance cannot be placed for loading, unloading, or at a point previously designated by the consignor or consignee, and is placed elsewhere, it is considered as being under constructive placement and subject to tariff rules and charges.

90. **Container Cargo**. A standardized, demountable receptacle for transporting cargo on a chassis, rail car, or vessel.

a. **Dromedary**. A container that can be mounted behind the power unit of a truck or carried on a flatbed trailer or in a van and which can be used to transport less-truckload shipments of Arms, Ammunition and Explosives (AA&E), SECRET, CONFIDENTIAL, CCI, or sensitive material.

b. Flat Rack. Open-sided and top International Standard Organization (ISO) containers with two removable/adjustable ends.

c. Half-Height. Standard ISO containers with one end door and an open top.

d. Military Van (MILVAN). A military-owned demountable container that conforms to U.S. and international standards and operates in a centrally controlled fleet for movement of military cargo.

e. Military Sealift Command Van. A SEAVAN leased and controlled by the Military Sealift Command. (See SEAVAN)

f. SEAVAN. Commercial or government-owned (or leased) shipping containers which are moved via ocean transportation without bogey wheels attached.

91. Container HHG. An external shipping conveyance for the movement of personal property. Containers are used in both domestic and international movements. Personal property containers must be weather tight, fitted with at least one door (hinged or removable section), and capable of being handled and transported by existing equipment. Containers must be constructed to conform to minimum dimensional, material, and construction specifications.

92. Container Handling Equipment (CHE). Items of materiel handling equipment (MHE) required to specifically receive, maneuver, and dispatch containers.

93. Containerization (Cargo). The use of containers to unitize cargo for transportation, supply, and storage. Containerization incorporates supply, transportation, packaging, storage, and security together with visibility of a container and its contents into a distribution system from source to user.

94. Containerization (Household Goods). The stuffing or loading of personal property into exterior shipping containers.

95. Container ship. A ship specifically constructed and equipped to carry only containers. Container ships are usually non-self-sustaining and do not have built-in capability to load or offload containers, and require port crane service. A container ship with shipboard installed cranes, capable of loading and off-loading containers without assistance of port crane service, is considered self-sustaining.

96. Continental United States (CONUS). The 48 contiguous states and the District of Columbia.

97. Continental United States (CONUS) (Household Goods). As used in connection with household goods, includes all areas within the United States, excludes Hawaii. For purposes of soliciting rates for unaccompanied baggage, includes all areas within the contiguous United States, excluding Alaska and Hawaii.

98. **Contingency Aerial Port.** Standby aerial ports which can be activated for cargo operations, as required, during emergencies.

99. **Contract Administration Office.** The activity responsible for administering the contract against which the shipment was made.

100. **Contracting Officer.** Any individual authorized to execute contracts for use in the DOD Personal Property Shipment and Storage Program on behalf of the government. The term includes, except as otherwise specified in the contract, any authorized representative of the contracting officer.

101. **Control Vehicle.** The vehicle in which the element commander rides.

102. **Controlled Access Highway.** A highway with limited access and no "at grade" intersections. Entrances and exits are limited to interchanges at specific locations; Dwight D. Eisenhower National System of Interstate and Defense Highways and other similar highways.

103. **Controlled Cargo.** Items that require additional control and security as prescribed in various regulations and statutes. (See Protected Cargo)

104. **Controlled Cryptographic Item (CCI).** Communications Security (COMSEC) equipment declassified by the National Security Agency. CCI requires accountability when shipped by commercial transportation by use of paper or electronic signature service. Classified keying material associated with CCI must be separately transmitted according to requirements for its classification.

105. **Convoy.** (1) Group of vehicles organized for the purpose of control and orderly movement with or without escort protection. (2) Any group of six or more vehicles, temporarily organized to operate as a column, with or without escort, proceeding together under a single commander.

106. **Convoy Commander.** The officer or noncommissioned officer in charge of vehicles and operating personnel of a convoy. The convoy commander is designated by the person authorizing movement.

107. **Convoy Movement Order.** A computer-generated movement directive issued to a moving unit to establish convoy route, movement schedule, reporting requirements, and special instructions. This document is generated by the ARNG State Movement Control Center (SMCC) in the state where a convoy originates. During a time of emergency, the SMCC is authorized to assign convoy movement order numbers to installations. These orders will be based on the DD Form 1265 submitted by requesting unit and prior emergency procedures established by the SMCC.

108. **Customer.** Any authorized user of the DTS.

109. **Customer Identification Code (CIC)**. A combination of code numbers and letters used for customer identification and billing purposes when passengers are airlifted by an activity financed through Defense Business Operations Fund-Transportation.
110. **Customer Service Branch (CSB)**. An AMC functional branch representing the Services at aerial ports of embarkation for the purpose of providing passenger assistance and coordinating the flow of all air traffic (cargo and passengers) routed into the DTS.
111. **Customs Territory of the United States (CTUS)**. Refer to DOD 5030.49R for definition.
112. **Declared Valuation**. The value of goods, as stated by a shipper, when tendered to a carrier.
113. **Defense Business Operations Fund (DBOF)**. A revolving industrial fund concept for a large number of defense support functions, including transportation. Utilizes business-like cost accounting to determine total cost of business activity. (See also DBOF-T)
114. **Defense Business Operations Fund - Transportation (DBOF-T)**. DBOF-T is the USTRANSCOM portion of the DBOF transportation business area.
115. **Defense Components**. These include Defense Logistics Agency (DLA), Army, Navy, Air Force, and Marine Corps.
116. **Defense Freight Railway Interchange Fleet (DFRIF)**. A fleet of freight cars built and maintained to the standards established by the Association of American Railroads (AAR) and the Department of Transportation. These cars are suitable for shipping DOD cargo over the commercial railroad system throughout North America, including Alaska, Canada, and Mexico.
117. **Defense Movement Coordinator (DMC)**. Military representative located at each State Area Command within the SMCC who is designated as the Army convoy approval authority for Army convoys and certifier of essentiality for civil permits. The DMC will process other service convoys only if there is an agreement between the State Area Command (STARC) and the other local DOD activities.
118. **Defense Transportation System (DTS)**. That portion of the worldwide transportation infrastructure which supports DOD transportation needs in peace and war. DTS consists of those military and commercial assets, services, and systems organic to, contracted for, or controlled by the DOD, except for those which are Service-unique or theater-assigned.
119. **Defense Transportation Tracking Service (DTTS)**. A computer-based system located at the Naval Transportation Support Center, Norfolk, Virginia, which is manned 24-hours a day and is used to maintain in-transit visibility of carrier vehicles transporting shipments of munitions and other hazardous material.

120. **Demurrage**. A charge made on carrier conveyance held by or for a consignor or consignee beyond the allowable free time for loading and unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for demurrage are in addition to all other lawful transportation charges. Demurrage charges typically are associated with rail and water port operations.

121. **Denied Boarding Compensation**. A monetary allowance paid by an air carrier to a traveler holding a confirmed reservation when the carrier is unable to provide the reserved space.

122. **Department of Defense Activity Address Code (DODAAC)**. A distinct six-position alphanumeric code assigned to identify specific units, activities, or organizations as found in DOD Activity Address Directory.

123. **Department of Defense Activity Address Directory (DODAAD)**. Publication that lists all DOD activities and their six-position alphanumeric codes called DODAACs.

124. **Department of Defense (DOD) Aircraft**. An aircraft owned or controlled by any DOD activity or component, includes planes chartered or leased for periods greater than 90 days.

125. **Department of Defense-Approved Storage Facility**. Government-owned, approved, or leased facility used for storing household goods and mobile homes.

126. **Department of Defense (DOD) Components**. The Office of the Secretary of Defense (OSD) and activities administratively supported by the OSD; the Military Departments; the Chairman, Joint Chiefs of Staff; the Unified Commands; the Defense Agencies, and Coast Guard and Marine Corps for personal property.

127. **Department of Defense (DOD) Constant Surveillance Service (CS)**. A Transportation Protective Service requiring carrier to provide qualified driver or other qualified representative who maintain constant visual surveillance of a shipment during transportation.

128. **Department of Defense (DOD) Foreign Clearance Guide**. A publication containing information pertaining to travel security, country clearances, identification credentials, and other entry requirements for travel into foreign countries.

129. **Departure Airfield Control Group (DACG)**. Host command provided organization, which controls the unit to be airlifted from the marshalling area until release to the TALCE at the ready line. For Air Force units, the deployment control center (DCC) performs the DACG functions when deploying from an Air force base or installation.

130. **Dependent**. See JFTR Appendix A, for definition of dependents for uniformed Service members, and the JTR Appendix A, for DOD civilian employees.

131. **Deployment Control Center (DCC)**. The installation focal point for deployment operations. The DCC is responsible for all command and control requirements.

132. **Desired Delivery Date (DDD)**. A specific date by which delivery of a shipment should be accomplished by a carrier.

133. **Destination Station**. A base or airport where the mission ends as shown in the schedule.

134. **Detention**. A charge made on a carrier conveyance held by or for a consignor or consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for detention are in addition to all other lawful transportation charges. Detention charges are typically associated with motor carriage.

135. **Dimension or Size Limitations**. Limitations imposed by state or local law or regulation governing overall width, length, and height of a vehicle, combination of vehicles, or combination of vehicles and cargo traveling over public roadways.

136. **Direct Procurement Method (DPM)**. A method of shipment in which the government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contractual arrangements or by the use of government facilities and personnel.

137. **Disability Cost**. Costs other than transportation line-haul and accessorial charges which are considered as part of the aggregate cost of a shipment for purposes of mode and carrier selection. Disability costs include costs resulting from procuring additional labor, materials, material handling, or fire fighting equipment on a temporary "as required" basis; labor charges for loading, unloading, blocking, and bracing; commercial rail switching of a rail car to a loading or unloading site; and drayage.

138. **Disqualification**. Action taken by MTMC or theater CINC resulting in the exclusion of a carrier from transporting DOD shipments from one or more origin points for specific routes or for all routes. This also includes the exclusion of a carrier or storage firm from participation in the DOD Personal Property Shipment and Storage Program at one or more installations for a definite or indefinite period of time.

139. **Diversion**. A change made in the route of a shipment while in transit. (See Reconsignment)

140. **Do-It-Yourself (DITY) Moves**. A voluntary program available to military members in receipt of PCS, separation, retirement, or TDY orders for moving household goods and baggage.

141. **Domicile**. An individual's home of record, place from which called (or ordered) to active duty, place of first enlistment, or place of permanent legal residence.

142. **DPM Commercial Air Solicitation**. A solicitation standardizing services performed by commercial air freight forwarders/carriers and centralizing receipt and processing of rates by MTPP-C for movement of crated household goods and unaccompanied baggage worldwide.
143. **Drayage**. Movements that originate and terminate within 30 miles of origin.
144. **Drive-Away Service**. The movement of a vehicle under its own power by a driver of an authorized motor carrier. This method also includes the movement of one or more vehicles, including other than self-propelled vehicles, when towed or mounted (either full or saddle mount) upon a vehicle.
145. **Dromedary**. See Container.
146. **Dual Driver Protective Service (DD)**. A Transportation Protective Service requiring carrier to provide qualified dual drivers who perform continuous attendance and surveillance of a shipment at all times while in transit.
147. **Dual Driver with National Agency Check (DN)**. A Transportation Protective Service requiring carrier to provide two drivers with satisfactory National Agency Checks to perform continuous attendance and surveillance of a shipment at all times while in transit.
148. **Dunnage**. Materials used to support and protect cargo in the container, truck, van, or rail car. Boards, planks, blocks, etc., used to support pallets of the Air Force 463L materiel handling system. The minimum recommended size is 4" by 4" x 88" per piece. Three pieces are required to support loaded or stacked 463L pallets.
149. **Electronic Commerce**. Conducting business transactions and information exchange using automation and telecommunications without paper documents.
150. **Electronic Data Interchange (EDI)**. Computer to computer exchange of business data using standards jointly developed by standard groups such as American National Standards Institute (ANSI) or Electronic Data Interchange Agency.
151. **Embargo**. To restrict or prohibit an acceptance or movement of freight, passengers, or personal property.
152. **En route**. A personal property shipment is considered en route when moved from its origin location by the carrier until final placement at destination.
153. **Escort(s) or Courier(s), Transportation**. U.S. Government military members or civilian employees, or DOD contractor employees responsible for continuous surveillance and control over movements of classified material. Individuals designated as escorts or couriers must possess a DOD-issued security clearance at least equal to the level of classification of the material being transported.

154. **Essential Cargo**. Cargo that is essential to a military mission and is prescribed in DOD 4140. 1 -R, DOD Materiel Management Regulation.

155. **"EX" Number**. A number preceded by prefix "EX-" which is assigned by the associate administrator for hazardous materials safety to identify an explosive which has been approved.

156. **Expediting**. Actions taken to insure movement to destination in the shortest time possible.

157. **Export Cargo Shipments**. Shipments originating from an inland point/POE destined to an overseas destination.

158. **Export Traffic Release (ETR)**. Shipping instructions, issued by MTMC or theater CINC in response to an offering, that specify the mode of transportation, carrier(s) to move the shipment, applicable rate, minimum shipment weight, cost favorable terminal, shipment terminal arrival date, and any pertinent Routing Instruction Notes (RINs).

159. **Export Traffic Release Request (ETRR)**. Document used by a shipping activity to request international cargo transportation service from cognizant Ocean Cargo Clearance Authority.

160. **Family Member**. See definition of dependent.

161. **Fare**. Per person charge set by a carrier for passenger service.

162. **Fast Release of Ammunition**. An exception to Export Traffic Release (ETR) procedures.

163. **Flat Rack Container**. See Container.

164. **Force Activity Designator (FAD)**. A term accompanied by a Roman Numeral (I through V) which denotes the operational importance of the mission of a unit, activity, or project. FAD I represents top national priority and must be authenticated by the Joint Chiefs of Staff (JCS). Service chiefs and unified commanders are authorized to assign FADs II through V to include Military Assistance Program (MAP) requirements.

165. **Force Requirement Number**. The alphanumeric code which uniquely identifies each force entry in a given Operation Plan. Units with an ultimate destination overseas normally have an assigned Force Requirement Number.

166. **Free-on-Board (FOB)**. This term is used with the designation of a physical point to determine the responsibility and basis for payment of freight charges and, unless otherwise agreed, the point at which title for supplies passes to the buyer or consignee. The policies on designation of contracts as FOB Origin or FOB Destination are set forth in FAR Subpart 47.3.

a. **FOB Destination**. Free-on-board at destination, or where the seller or consignor delivers the supplies on the seller's or consignor's conveyance to a specified delivery point. In

this case, unless the contract provides otherwise, the cost of shipping and the risk of loss are borne by the seller or consignor.

b. **FOB Origin.** Free-on-board at the place of origin, or where the seller or consignor places the supplies on the conveyance by which they are to be transported. Unless the contract provides otherwise, the cost of shipping and the risk of loss are borne by the buyer or consignee.

167. **Free Time.** Time allowed by contract, solicitation, tender, or tariff to load and/or unload carrier's equipment, or provide disposition instructions for personal property shipments before detention, demurrage, or waiting time is charged.

168. **Freight Classification.** A system of grouping together commodities of like or similar transportation characteristics for the purpose of assigning ratings to be used in applying rates.

169. **Freight Forwarder (FF).** A firm other than a railroad, motor, water, or air carrier which represents itself as a common carrier and undertakes to assemble and consolidate shipments or provide for assembling and consolidating and performing or providing for the performance of breakbulk and distributing; assumes responsibility for the transportation of such property from point of receipt to point of destination; and uses the services of carriers subject to the governing bodies.

170. **Frequency Channels.** A frequency channel may be set up when traffic requirements do not support the desired frequency of service. Frequency channels may be requested on the basis of operational necessity for support of a mission sensitive area or for quality of life purposes to remote areas.

171. **Full Visible Capacity.** A conveyance so filled that no more like material, in the shipping form tendered, can be loaded in or on the conveyance.

172. **General Agency Agreement (GAA).** Pertains to government-owned ships operated under cost plus fixed fee contracts by commercial ocean carriers acting as general agents for the Maritime Administration, U.S. Department of Commerce, with whom Military Sealift Command has entered into agreements for the exclusive use of such ships.

173. **Government Bill of Lading (GBL).** A government document used to procure transportation and related services from commercial carriers.

174. **Government Bill of Lading Office Code (GBLOC).** A four-letter alpha code that identifies the installation or activity responsible for shipments moving under government bills of lading. GBLOCs are used for internal accounting purposes and for the distribution of information to the installations or activities. The proponent for issuance is the Commander, Military Traffic Management Command, Attn: MTOP-CM, 5611 Columbia Pike, Falls Church VA 22041-5050.

175. **Government Storage Warehouse.** Government-owned or leased facility used for storing household goods shipment.

176. **Government Travel Services.** A centrally-billed account for the purchase of official transportation tickets established between the transportation officer and a General Services Administration corporate charge system contractor.

177. **Green Sheet Procedures.** A procedure invoked by DOD Components to identify specific cargo requiring precedence over all other cargo from that DOD Component. Cargo of the other DOD Components is not affected.

178. **Gross Weight.** The aggregate weight of all articles plus necessary packing materials and shipping containers.

179. **Group Movement.** A movement of 21 or more members traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by government conveyance or government travel request (GTR) from the same origin to the same destination. Movement could include locations en route as specified on the orders.

180. **Guaranteed Traffic (GT).** A MTMC/AMC rate and service agreement negotiated on behalf of DOD shippers with commercial carriers. Under this agreement, carrier(s) commit to provide transportation services in return for the right to all traffic from and to certain locations, regions, or geographic areas for a specific amount of time.

181. **Half-Height Container.** See Container.

182. **Halt.** Halts occur when convoy vehicle operations cease for a limited period. They are required for safety, logistical and/or communication purposes.

183. **Hazardous Material.** A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, and elevated temperature materials as defined in this section, materials designated as hazardous under the provisions of parts 172.101 and 172.102 of 49 CFR, and materials that meet the defining criteria for hazard class and divisions in part 173 of 49 CFR (part 171.8 of 49 CFR). See figure 204-1 for list of hazardous classifications.

184. **High Value Item.** A cargo shipment which exceeds the carrier's normal liability for loss and damage during transportation and which requires the TO to request the carrier to purchase additional insurance to ensure liability for full shipment value in the event of loss or damage.

185. **Household Goods.** See JFTR, Appendix A for uniformed members and the JTR, Appendix A for DOD civilian employees for definitions of household goods.

186. **Inadequate Carrier Equipment or Facilities**. Carrier's equipment or facilities that are not sufficient for movement, storage, or protection of material while in carrier's custody. This includes equipment which is not safe, i.e., holes in equipment or equipment that cannot be properly secured to prevent pilferage, etc.
187. **Infiltration**. Movement of military vehicles into a roadway either by small groups (two or three vehicles), or individually, at extended or irregular intervals.
188. **Installation**. A post, camp, station, air base, naval base, yard, base complex, or port.
189. **Installation Transportation Officer ITO**. See Transportation Officer.
190. **Interchange**. A kind of interline that involves the exchange of equipment.
191. **Intercity Bus**. Coaches used for movement of any distance.
192. **Interline**. The practice whereby a carrier transfers a shipment to another carrier at a point of joint service for delivery or further movement.
193. **Intermodal**. Type of cargo shipment system that permits transshipping among sea, highway, rail, and air modes of transportation through use of ANSI/ISO standard containers, line-haul assets and handling equipment.
194. **International Air Transport Association (IATA)**. Association of member airlines and developer of IATA Dangerous Goods Code which is used as a reference and unofficial guidance for air shipment of hazardous material. The IATA Dangerous Goods Code includes special restrictions imposed by its member airlines.
195. **International Civil Aviation Organization (ICAO)**. Official ruling body for commercial air shipment of hazardous material and publisher of the official ICAO Dangerous Goods Code.
196. **International Maritime Organization**. Official ruling body for commercial maritime shipment of hazardous material and publisher of the International Maritime Dangerous Goods (IMDG) Code.
197. **International Standards Organization (ISO)**. A specified international agency for standardization. This agency is comprised of members from more than 80 countries. The agency's aim is to promote worldwide agreement of international standards.
198. **Interstate Shipment**. Any personal property or mobile home shipment originating in a state or the District of Columbia and destined for another state or the District of Columbia (moves within the District of Columbia are local moves and do not fit the intra or interstate categories).
199. **Intertheater**. Between theaters or between the continental U.S. and theaters. Also see Intertheater Traffic.

200. **Intertheater Traffic**. Traffic between theaters exclusive of that between the continental U.S. and theaters.

201. **Intracity Bus**. Coaches used for movements of 60 miles or less.

202. **In-Transit Visibility (ITV)**. The ability to track the identity, status, and location of DOD unit and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination established by the CINCs, Military Services, or DOD Agencies during peace, contingencies, and war.

203. **Intrastate Rate Abstract**. A listing of rates provided by HQ MTMC to the PPSOs indicating initial filing submissions for the rate cycle.

204. **Intrastate Shipment**. Any personal property or mobile home shipment originating in a state destined for the same state and transiting only that state.

205. **Inratheater**. Within a theater.

206. **Inratheater Traffic**. Traffic within a theater.

207. **Issuing Officer**. Only authorized or acting TOs may issue PPGBLs. Such authorized persons may be military personnel or civilian employees of the Government on duty at the issuing office.

208. **Item or Article**. The terms item and article used in the regulation shall be interchangeable. Each shipping piece or package and the contents thereof shall constitute one item.

209. **Joint Logistics Over the Shore (JLOTS)**. Logistics Over the Shore operations conducted by two or more military Services.

210. **Joint Operation and Planning and Execution System (JOPES)**. An information system designed to satisfy needs for conventional command and control by national and theater-level commanders and their staffs in the conduct of joint planning and operations. JOPES is used to monitor, plan, and execute mobilization, deployment, employment, sustainment, and redeployment activities associated with joint operations.

211. **Joint Personal Property Shipping Office (JPPSO)**. A JPPSO is an activity staffed and operated by members from two or more military services, in support of all military service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for DOD members. Support is provided on a common service, nonreimbursable basis.

212. **Joint Transportation Board (JTB)**. JTB is responsible to the JCS ensuring common-user transportation resources assigned or available to the DOD are used to achieve the maximum

benefit in meeting DOD objectives. The JCS and each DOD Component designate a general or flag-rank officer as principal member; an alternate member is also named to act for the principal. DOD Component representatives are the Directors of Transportation or the general or flag incumbent of a comparable billet. The JCS representative is designated by the Director of Operations, Office of the Joint Chiefs of Staff. The Deputy Director of Logistics (Strategic Mobility), Office of the Joint Chiefs of Staff, is the chairperson of the JTB.

213. **Julian Date**. This date chain, composed of a four-digit numeric figure, indicates the year and day of the year. This four-digit number is composed of the last number of the year and day of the year, in that sequence. Example: 25 August 1994 = 4237.

214. **Kilogram**. One kilogram is equal to 2.2046 pounds. To convert kilograms into pounds, multiply kilograms by 2.2046 factor. To convert pounds into kilograms, multiply pounds by 0.453 factor.

215. **Kilometer**. One kilometer is equal to 3,280.8 feet or 0.62137 mile. To convert kilometers into miles, multiply the number of kilometers by a 0.62137 factor. To convert miles into kilometers, multiply the number of miles by a 1.609 factor.

216. **Knocked Down (KD)**. An article taken apart so as to materially reduce the space it will occupy while being transported.

217. **Legal Limitation**. Applies to statutory, administrative, or other regulations governing permissible length, width, height, loads, tire pressure, performance limits or other characteristics, for vehicles in regular operation. Regular operation does not include operation of vehicles or combinations of vehicles in excess of legal limitations, which require a special permit issued by an appropriate civil authority.

218. **Less Carload (LCL)**. A quantity of cargo less than that required for the application of a carload rate.

219. **Less Truckload (LTL)**. A quantity of cargo less than that required for the application of a truckload rate. Also called "less than truckload."

220. **Letter of Intent (LOI)**. A standard format letter submitted by carriers acknowledging a carrier's intent to do business at an installation. An LOI must contain codes of service, areas of responsibility serviced, and agent representation.

221. **Light and Bulky Articles**. Articles which have a low weight per cubic foot of space occupied. Such articles are usually made subject to the provisions of Rule 34 of the Uniform Freight Classification. For personal property, see applicable rate solicitation.

222. **Lighterage**. Small boats or craft used to move cargo in harbor areas.

223. **Line-haul**. Transportation of cargo over carrier routes from point of origin to destination, excluding local pick-up, delivery, local drayage, and switching services.

224. **Loaded to Capacity**. A conveyance loaded to its cube or weight-carrying capacity. Also, a conveyance loaded with that quantity of material which is so filled that no more like material, in the shipping form tendered, can be loaded in or on the conveyance.

225. **Load Planning Team**. A load planning team that provides on site load planning/cargo preparation assistance to major users of airlift. The Load Planning Team consists of a maximum of three qualified affiliation instructors who are MST qualified.

226. **Local Flight**. A continuous flight performed within the local flying area which terminates at the point of origin.

227. **Local Moves (Drayage)**. Local moves within the PPSO's area of responsibility which are procured by the PPSO under the Packing and Crating Contract. Carriers must determine applicable procedures for participation in this traffic at each installation.

228. **Logistic Support**. Includes billets, bivouac areas, safe haven, meals, medical, petroleum, oils and lubricants (POL) supplies, maintenance and/or services at military installations, or the providing of billets or bivouac areas along the movement route.

229. **Logistics Over the Shore (LOTS)**. Loading and unloading of ships without benefit of fixed port facilities, in friendly or non-defended territory, and in time of war, during phases of theater deployment in which there is no enemy opposition.

230. **Long Ton (LT or LTON)**. A Long Ton equals 2,240 pounds. (See Ton)

231. **Lot**. Those household goods placed in storage at government expense and covered by one service order.

232. **Major Army Command**. A specifically designated Army field command directly subordinate to and established by the authority of Headquarters, Department of the Army.

233. **March Unit**. A subgroup of vehicles within a convoy column which moves or halts on command or signal of a single commander. March units are usually separated by a specific time gap or interval.

234. **Materiel Handling Equipment (MHE)**. Mechanical devices for handling of supplies with greater ease and economy.

235. **Measurement Ton (MT or MTON)**. A Measurement Ton equals 40 cubic feet. (See Ton)

236. **Member**. A military or civilian employee of the Department of Defense or Coast Guard, or an individual sponsored by the Department of Defense or Coast Guard for whom services are being provided at government expense.

237. **Metric Ton (M.T.)**. 1,000 kg. (2,204.6 pounds) (See Ton)

238. **Migration Systems**. An existing automated information system (AIS) or a planned and approved AIS, which has been officially designated as the standard AIS to support all processes for a function. Other AISs, called "legacy systems," which duplicate support services provided by the migration system, are terminated so all future AIS development and modernization can be applied to the migration system. A migration system is designated (or selected) by the OSD Principal Staff Assistance(s) and their Defense Component counterparts whose function(s) the system supports, with the coordination of the DOD Senior Information Management Official.

239. **Military Impedimenta (MI)**. All equipment owned and controlled by a unit and carried on the Unit Property Books (Table of Organization and Equipment) and moving simultaneously or in conjunction with troops. MI consists of material such as weapons, vehicles, tools, housekeeping equipment, records, training aids, and limited quantities of spare parts and other consumables normally in the possession of the unit. May also be referred to as equipment to accompany troops (TAT).

240. **Military-Owned Vehicles (MOV)**. Organic, tactical, or theater-owned vehicles, may include aircraft, and sea vessels.

241. **Military Sealift Command (MSC)**. A Navy second echelon command and USTRANSCOM component with primary responsibility for providing sealift service.

242. **Military Services**. The Army, Navy, Air Force, Marine Corps, and Coast Guard.

243. **Military Traffic Expediting (MTX) Service**. An expediting service provided by the Association of American Railroads (AAR) for military carload or specialized shipments.

244. **Military Traffic Management Command (MTMC)**. An Army major command and USTRANSCOM component that provides cargo, passenger, and personal property traffic management services to all DOD Components. (See Part 1, "Individual Mission, Roles, and Responsibilities," Chapter 101, paragraph C).

245. **Military Van (MILVAN)**. (See Container)

246. **Mission Support Activity (MSA)**. Organizations which provide necessary expertise, command and control, and MHE to deploying unit(s) conducting rail operations. These organizations are referred to as: Railhead Operation Groups or Rail Support Activity A depending on the Service.

247. **Mission Support Element (MSE)**. An MSE is an individual unit that performs specific functions required to support airlift operations. Examples of MSEs are maintenance, aerial port, weather, intelligence, and flying safety. MSEs may be deployed to support TALCEs or existing operations throughout the world. When deployed with a TALCE, the MSE is under the direct command of the TALCE commander. When deployed to augment an existing operation, an MSE's operational chain of command is as directed by HQ AMC TACC/XOS.

248. **Mission Support Team (MST)**. An MST performs the same functions as a TALCE. However, an MST may be function specific.

249. **Mobile Home**. See JFTR, Appendix A for uniformed members and the JTR, Appendix A for DOD civilian employees for definitions of mobile home.

250. **Mobility Forces**. A term used extensively in the DOD airlift community referring to those forces that provide airlift support to deploying forces. They are normally provided by Air Mobility Command (AMC), but may be provided by non-AMC host or support installations. Examples of AMC mobility forces and TALCEs, MSEs, MSTs, aerial ports, and air terminals. Non-AMC mobility forces include A/DACGs, DACGS, installation deployment forces, etc.

251. **Mobility Officer**. Mobility Officer is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. This designation also includes: Division Transportation Officer (DTO), Unit Movement Coordinator (UMC), Unit Movement Officer (UMO), Strategic Mobility Officer (SMO), Defense Movement Coordinator (DMC), Installation Deployment Officer (IDO), Embarkation Officer (EMBO), and Installation Mobility Officer (IMO).

252. **Mobilization Movement Control (MOBCON)**. The automated program which is jointly monitored and managed by Forces Command, National Guard Bureau, and Department of Army, to provide convoy management in CONUS. MOBCON supports organic movements in CONUS during peacetime and civil emergencies. It provides centralized advance planning assistance for convoys originating in their respective State. It also provides automated visibility of convoys moving within a State's respective boundaries.

253. **Munition(s)**. A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, chemical material, and all similar or related items or components, explosive in nature, for use in military operations, including demolitions. Certain suitably modified munitions can be used for training, ceremonial, or non-operational purposes. Also called ammunition. NOTE: In common usage, "munitions" (plural) can be military weapons, ammunition, and equipment.

254. **National Motor Freight Classification (NMFC)**. A motor tariff containing freight descriptions of a specific or generic nature under which all commodities moving in motor freight service are "rated" or "classed".

255. **Naval Transportation Support Center (NAVTRANS)**. Provides worldwide transportation/physical distribution services for U.S. Navy afloat and ashore activities plus pay and accounting services for Navy transportation.

256. **Net Weight**. The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

257. **Non-Containerizable Cargo**. See Cargo.

258. **No Show**.

a. **Cargo**. Failure of a carrier to pick up a shipment as scheduled.

b. **Passenger**. Passengers who fail to show up for a scheduled flight/ride.

259. **Non-Unit Related Personnel**. Individuals not traveling with a unit, normally classified as replacement/augmentees, requiring expeditious movement to an overseas theater of operation.

260. **Ocean Cargo Clearance Authority (OCCA)**. The MTMC activity which books DOD sponsored cargo and passengers for surface movement, performs related contract administration, and accomplishes export/import surface traffic management functions for DOD cargo moving within the DTS. (See Water Clearance Authority)

261. **One-Time-Only (OTO) Rates**. Rates solicited by HQ MTMC from individual carriers for the one-time movement of personal property over a specific origin-destination channel for which rates are not otherwise published.

262. **Operating Authority**. An authorization issued by the appropriate regulatory body for a commercial carrier to perform transportation service, sometimes within specific limitations.

263. **Organic Airlift**. Airlift provided by aircraft owned/operated by each Service.

264. **Organic Asset**. DOD, theater, or tactical-owned assets.

265. **Outsize Air Cargo**. Cargo or containers in a shipment, including consolidated shipments, that have any exterior measurement greater than 72 inches in any dimension (length, width, or height).

266. **Overage**. Any article of freight (packaged or loose) which, upon delivery by a carrier, found to be in excess of the quantity recorded on the bill of lading, manifest, or other government documentation covering the shipment.

267. **Overall Costs**. The sum of all costs that are known or that can be estimated reasonably in connection with the movement of personal property.

268. **Overseas**. Any country or place beyond the limits of the 48 contiguous United States and the District of Columbia. For purposes of this Regulation, Alaska, Hawaii, Puerto Rico, and U.S. territories and possessions are considered overseas.

269. **Oversize Vehicle**. A vehicle or a combination of vehicles and cargo exceeding one or more of the width, length, or height limitations imposed by state law or other authority.

270. **Overweight vehicle**. A vehicle or combination of vehicles and cargo which exceed the legal gross or axle weight limitation of the state or other authority. Various combinations of axles and axle spacing, number of wheels, and type of tires on each vehicle are considered.

271. **Packaging**. The processes and procedures used to protect materiel from deterioration, damage, or both. It includes cleaning, drying, preserving, packing, marking, and unitization.

272. **Pallet**. A platform used to secure material for ease in handling and storing. It is also used to consolidate small packages into a unitized load.

a. **463L System**. Aircraft pallets, nets, tie down and coupling devices, facilities, handling equipment, procedures, and other components designed to interface with military and civilian aircraft cargo restraint systems which accepts pallets 108" x 88".

b. **Warehouse**. A two-deck platform, usually wooden, used for handling several packages as a unit.

273. **Palletized**. A quantity of items, packed or unpacked, which is arranged on a pallet in a specific manner and is secured, strapped, or fastened on the pallet so that the whole palletized load may be handled as a single unit.

274. **Palletized Load System (PLS)**. A truck with hydraulic load handling mechanism, trailer and flatrack system capable of self-loading and self-unloading. Truck and companion trailer have a 16.5 ton payload capacity.

275. **Palletized Load System Flatrack**. Topless, sideless container component of palletized load system, which does not conform to ISO specifications.

276. **Partial Loss**. Indicates partial loss of contents of shipment units, other than by theft or pilferage. This includes spillage, leakage, or evaporation from the contents of bottles, barrels, or similar containers.

277. **Passenger Reservation Center (PRC)**. The AMC activity which makes reservations for international air passenger travel.

278. **Permit**. A written authorization from State Highway Departments of Transportation or other issuing authorities to move or operate, on a highway, a vehicle or vehicles with load size,

weight or other characteristics exceeding the legal limitations prescribed for moving in regular operation and/or during restricted hours or on Saturdays, Sundays, or holidays.

279. **Personal Property**. Household goods, unaccompanied baggage, privately-owned vehicles (POVs), and mobile homes, as defined in the JFTR and the JTR.

280. **Personal Property Processing Office (PPPO)**. An activity designated to provide members a local point of contact for the purpose of counseling and processing applications and to forward completed applications to the responsible PPSO, CBO/CBA, CPPSO, or JPPSO. Additionally, when deemed appropriate by the responsible military service, a PPPO supported by a CBO/CBA may be assigned specific functions such as inbound quality assurance and claims.

281. **Personal Property Shipping Office (PPSO)**. An activity designated to provide traffic management, counseling, and application processing within a designated area of responsibility, which includes acquisition of transportation, storage, and related services.

282. **Personnel Increment Number**. A seven-character alphanumeric code assigned to a nonunit related personnel (NRP) element to identify an overseas movement requirement during mobilization.

283. **Pilferable Cargo**. Items which are vulnerable to theft because of their ready resale potential, i.e., cigarettes, alcoholic beverages, cameras, electronic equipment, computer software, etc.

284. **Pilferage**. The act of stealing in small quantities. Used in reference to missing cargo or personal property that is easily converted to money, has intrinsic value, or a commercial use.

285. **Planeload**. Planeload is determined by the configuration and model of each aircraft on any regularly scheduled commercial route. Local Commercial Travel Offices (CTOs) can provide exact number of passenger seats available on any given aircraft, to ensure the TO does not exceed their authority for less-than-planeload bookings or routings.

286. **Port of Debarkation (POD)**. The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

287. **Port of Embarkation (POE)**. The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin.

288. **Pretrained Individual Manpower**. Personnel assigned to Individual Ready Reserves, and active Reserve retired personnel.

289. **Priority**. Precedence for movement of traffic.

290. **Proof of Delivery**. The date and signature of the designated receiver listed on the delivery manifest, certifying the item was received. The proof of delivery establishes transfer of custody and liability to the receiver.

291. **Protected Cargo**. Items designated as having characteristics requiring them to be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safety or integrity. It is divided into sensitive, pilferable, and controlled cargo. (See Controlled Cargo, Pilferable Cargo, and Sensitive Cargo)

292. **Protective Security Service (PS)**. A Transportation Protective Service which requires a cleared commercial carrier to provide qualified dual drivers to maintain constant surveillance of a shipment at all times during transportation to include stops en route.

293. **Qualified Carrier Representative**. A designated person employed by a carrier or terminal management involved in handling DOD shipments under Transportation Protective Service.

294. **Rail Armed Guard Service (RG)**. A Transportation Protective Service which requires the carrier to provide an armed guard to maintain constant surveillance of shipment and rail car specific 24-hour surveillance while in transit. RG may also be performed by guards escorting the rail movement in a separate motor vehicle providing surveillance of the rail car is maintained.

295. **Rate Cancellation Messages (ITGBL)**. Messages dispatched by HQ MTMC to all shipping offices twice during each rate cycle. These messages cancel existing rates at the installation and should be posted on a timely basis in order to ensure that a shipment is not tendered to a carrier without an effective rate on file.

296. **Rate Cycles**. A 6-month period of time during which rates filed by carriers are effective. Normal rate cycles begin May 1 and November 1 for domestic traffic and April 1 and October 1 for international traffic.

297. **Rate Solicitation**.

a. **Personal Property Rate Solicitation**. A publication containing rules, definitions, services, rates, and charges for personal property shipments.

b. **Mobile Home Rate Solicitation**. The rules and regulations governing the movement of mobile homes.

298. **Ready Reserve Force (RRF)**. A force composed of ships acquired by the Maritime Administration (MARAD) with Navy funding and new ships acquired by MARAD for the National Defense Reserve Fleet (NDRF). Although part of NDRF, ships of the Ready Reserve Force are maintained in a higher state of readiness and can be made available without mobilization or congressionally declared state of emergency.

299. **Receiver**. The activity or agency at which the DTS shipment terminates. The activity is usually the ultimate consignee, but may also be the agent for the ultimate consignee, e.g., a central receiving point or a temporary storage point for the ultimate consignee.

300. **Reconsignment**. A change made in the consignment of a shipment before its arrival at the billed destination. Also, a change made in the consignment of a shipment after its arrival at the billed destination, when the change was accomplished under conditions which make it subject to a carrier's diversion or reconsignment rules and charges.

301. **Refuge**. Emergency assistance provided by an installation to a carrier's vehicle transporting arms, classified (SECRET or CONFIDENTIAL) materials, or division 1.4 ammunition. The criteria for granting assistance are the same as for safe haven, except the installation does not have to consider quantity-distance factors.

302. **Regional Storage Management Office**. An office designated by Commander, HQ MTMC, to perform contract administration for the DOD Personal Property Shipment and Storage Program within an assigned geographic area.

303. **Released Value Rate**. A rate applied to a shipment that specifically limits carrier liability in case of loss or damage.

304. **Report of Shipment (REPSHIP)**. An advance notification of shipment provided by a shipper to the consignee not later than 24 hours prior to the shipment arrival.

305. **Required Delivery Date (RDD)--Cargo**. The calendar date when material is required by the requisitioner. RDD field may contain 999, N--, 444, 555, or 777 to indicate expedited handling required. A blank RDD field indicates routine handling.

306. **Required Delivery Date (RDD)--HHGs**. A specified calendar date on or before which the carrier agrees to offer the entire shipment of personal property for delivery to the member or member's agent at destination. If the RDD falls on a Saturday, Sunday, Foreign National, U.S. National, or state holiday, the RDD will be the following working day.

307. **Required Port Delivery Date (RPDD)**. Mandatory date property is to be delivered at the Port of Embarkation (POE), No Earlier Than (NET) or No Later Than (NLT) date. RPDD is determined by reducing the CONUS to OCONUS RDD by fifty (50) percent.

308. **Requirement Channel**. AMC channel that services two points on a recurring basis, with actual movements dependent on volume of traffic.

309. **Requisitioned Supplies or Non-Scheduled Movements**. TO routed shipments not allocated or scheduled for lift by USTRANSCOM due to capability, size, or priority constraints.

310. **Retrograde Cargo**. Cargo moving in the reverse direction of the normal flow of material provided in support of the using Theater.

311. **Roadable Vehicles**. Wheeled (not tracked) vehicles driven or towed on the Nation's highways.

312. **Route Order (Domestic, International, Standing, and Passenger Standing)**. Shipping instructions issued by MTMC or theater CINC that specify the mode of transportation, carrier(s) to move the shipment, applicable rate, minimum shipment weight, tariff or tender authority, and any pertinent Routing Instruction Notes (RINs).

313. **Routing Authority**. An activity which designates modes and/or provides routing instructions for shipments requiring clearance prior to movement.

314. **Routing Instruction Note(s) (RIN)**. Codes used on Route Orders to identify conditions and stipulations required.

315. **Safe Haven**. Emergency assistance provided by an installation to a carrier's vehicle transporting division 1.1, 1.2, 1.3 ammunition and explosives due to circumstances beyond a carrier's control (such as severe weather or vehicle breakdown). A primary consideration by the installation commander is whether the load poses an unacceptable hazard to personnel or operations. This involves an analysis of the quantity-distance factors involved and the ability to locate the vehicle away from populated areas. The term "safe haven" is used in transportation of explosive and hazardous items by DOD requirements in Chapter 205.

316. **Satellite Motor Surveillance (SM)**. Transportation Protective Service which requires carriers to provide vehicle location reports to the Defense Transportation Tracking System (DTTS) and for two-way communications devices to provide truck status changes, and emergency situation notification.

317. **Satisfactory Service**. Performance that meets the moving, handling, and storage standards; the provisions of applicable tenders of service; and all applicable contractual requirements.

318. **Sealift Enhancement Program**. Special equipment and modifications which adapt merchant-type dry cargo ships and tankers to specific military missions. They are typically installed on Ready Reserve Force (RRF) ships or ships under MSC control. Sealift enhancements fall into three categories: productivity, survivability, and operational enhancements.

319. **Sea Port of Embarkation (SPOE)**. An authorized point of departure from a foreign country or the United States located at a water port.

320. **SEAVAN**. See Container.

321. **Secure Holding Area**. Assistance provided by an installation, to a carrier's vehicle transporting sensitive or classified cargo that arrives after hours or at the discretion of an

installation commander, to a vehicle in transit when no emergency exists. The installation commander must make the same kinds of determinations as for "safe haven" or "refuge."

322. **Security Classification**. A category to which national security information and material is assigned to denote the degree of damage that unauthorized disclosure of which could cause national defense or foreign relations of the United States and to denote the degree of protection required. There are three such categories:

a. TOP SECRET -- National security information or material which requires the highest degree of protection and the unauthorized disclosure could cause exceptionally grave damage to the national security.

b. SECRET -- National security information or material which requires a substantial degree of protection and the unauthorized disclosure could cause serious damage to the national security.

c. CONFIDENTIAL -- National security information or material which requires protection and the unauthorized disclosure could cause damage to the national security.

323. **Security Escort Vehicle Service (SE)**. A Transportation Protective Service which requires carrier to provide two unarmed drivers riding in a single escort vehicle to maintain constant surveillance of a vehicle containing a shipment of Category I material for the purpose of obtaining law enforcement or other emergency.

324. **Selected Reserve**. Reservists in a drill pay status attached to Reserve Units or in specific mobilization billets. Mobilize as a unit at their active duty gaining command.

325. **Sensitive Cargo/Material**. Arms, ammunition, and explosives (AA&E) that are a definite threat to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest, or criminal actions. See Protected Cargo.

326. **Sensitive Material**. Sensitive, conventional AA&E as defined in DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

327. **Service Failure**. Carrier non-compliance with applicable tenders, tariffs, contracts, laws, regulations, GBL instructions, or commitments to the shipper(s).

328. **Service-Unique**. Equipment, operations, and resources that are specific to individual DOD Component commands.

329. **Shipment Container (Cargo)**. A receptacle of sufficient strength, by reason of material, design, and construction, to be shipped safely without further packing (e.g., wooden boxes or crates, fiber and metal drums, and corrugated and solid fiberboard boxes).

330. **Shipment Container (Household Goods)**. External container, crate, tri-wall, or other government-approved container into which individual articles and/or packing cartons are placed.

331. **Shipment Planning**. Concurrent or coordinated decisions between the warehousing, consolidating, packing, and transporting functions of shipping activities as to the composition of shipment units and their method of transportation.

332. **Shipment Unit (SU)**. One or more items of compatible commodities or items assembled into one unit which becomes the basic entity for control throughout the transportation cycle.

333. **Shipper**. A Service or agency activity (including the contract administration or purchasing office for vendors) or vendor that originates shipments. The functions performed include planning, assembling, consolidating, documenting, and arranging material movement.

334. **Shipper Container**. External container, crate, tri-wall, bi-wall, or other government-approved container into which individual articles and/or packing cartons are placed.

335. **Shippers Export Declaration**. A form (Commerce Form 7525-V) which exporters are required to complete according to U.S. Department of Commerce regulations. It is filed with the U.S. Customs Office at the port of export and is used for statistical purposes.

336. **Shipping/Item Discrepancies**. Any variation in quantity or condition of goods received from that shown on the covering authorized shipping documents, purchase orders, or other authorized shipping document. This includes lost or damaged parcel post shipments or other discrepancies not the result of a transportation error.

337. **Shortage**. The condition that exists when the number of pieces of freight (packaged or loose) received is less than the number recorded on the applicable bill of lading or governing document.

338. **Short Ton (ST or STON)**. A Short Ton equals 2,000 pounds. (See Ton.)

339. **Signature Tally (ST)**. A written record designed to provide continuous accountability and custody of a shipment from point of pickup to delivery to consignee.

340. **Single Manager**. A military department or agency designated by the Secretary of Defense to be responsible for management of specified commodities or common-Service activities on a DOD-wide basis.

341. **Single Point of Contact**. For definition of single point of contact to customer and industry, see DTR, Part I, Chapter 101, paragraphs C.6.f. and C.7.g.

342. **Soft-Sided Trailers**. Commercial trailers which are typically 40'1 x 8'w x 8.5'h and which differ from other trailers only in that the sides are flexible and/or made of water and fire resistant material.

343. **Space Available Traffic**. Passenger and cargo traffic eligible for space which is surplus after all space-required traffic has been accommodated.
344. **Space Available Travel**. The specific program of travel authorized by DOD 4515.13-R, allowing authorized passengers to occupy DOD aircraft seats which are surplus after all space-required passengers have been accommodated.
345. **Space Required Traffic**. Mission essential traffic as identified in DOD 4515.13-R, Air Transportation Eligibility.
346. **Space Required Travel**. Mission essential traffic as identified in Chapters 2, 3, 4, 5, and 8 of DOD 4515.13R.
347. **Special Air Mission (SAM)**. Presidential-directed special missions.
348. **Special Assignment Airlift**. All domestic requirements and those requiring special pickup or delivery by AMC at points other than those within the established AMC route pattern, or requirements for movement within this pattern that require special consideration because of the number of passengers involved, the weight or size of the cargo, or other special factors.
349. **Special Assignment Airlift Mission (SAAM)**. A mission performing special assignment airlift. SAAM is defined as airlift requirements for special pickup or delivery by AMC at points other than established AMC routes, and which require special consideration because of the number of passengers involved, the weight or size of the cargo, the urgency or sensitivity of movement, or other special factors.
350. **Special Defense Use of Public Highways**. Any Defense-related use of public highways, bridges, and tunnels (including toll facilities) exceeding legal limitations, functional traffic capacity, or other design limitation; or which presents unusual hazards to other users; or which requires unusual routing or priority of military vehicles or cargo, or military vehicles in convoy.
351. **Special Movement**. A vehicle movement that includes oversize or overweight vehicles, explosives, or other dangerous articles and has a requirement for en route logistic support.
352. **Special Train Service**. The expedited movement of rail cars in unscheduled service between specified points under special arrangements with the AAR.
353. **Sponsoring Service**. DOD Component which validates initial requirements and is sponsoring a particular activity, movement, or operation.
354. **Standard Carrier Alpha Code (SCAC)**. A four-digit alpha code assigned to each carrier by the National Motor Freight Traffic Association to identify that carrier in the various procedures and documents used in the DOD Personal Property Shipment and Storage Program.

355. **Standard Point Location Code (SPLC)**. A standard point location code consisting of alphanumeric characters, which is assigned to each rate area for the purpose of geographical accounting.

356. **Standing Route Order (SRO)**. A route order issued which covers repetitive movements (two or more shipments per month) of specific items between points in CONUS or intra-theater by any mode of transportation when the origin, destination, commodity(ies), and frequency of shipments constitute a repetitive traffic pattern. Also see Guaranteed Traffic.

357. **State Movement Control Center (SMCC)**. Agency, assigned to the state area command, that manages military use of the CONUS civil highway system.

358. **Status of Forces Agreement (SOFA)**. A formal agreement between the U.S. and the government of a country delineating the relationship of U.S. military forces stationed in that country.

359. **Stop-Off**. An authorized stop to load or off-load partial shipments.

360. **Storage**. A shipment held in a carrier's custody or stored by the carrier in a public or licensed warehouse at the request of the consignee.

361. **Storage**.

a. **Temporary Storage**. Storage in connection with a line-haul movement of personal property that is acquired either by PPGBL or contract. Such storage is cumulative and may accrue at origin, in transit, at destination, or any combination thereof.

b. **Nontemporary Storage**. Storage that is not used in connection with a line-haul movement of household goods and is acquired under the terms of a BOA entered into by the storage firm and the government.

362. **Strategic Transportation**. Movement between theaters or between the CONUS and a theater.

363. **Stuffing/Stowing**. Packing or containerizing cargo or household goods into a container.

364. **Supercargo**. Those unit personnel assigned to the vessel during transit to perform duties associated with maintenance and security of embarked equipment.

365. **Supported Service or Agency**. Military services or agency whose cargo/passengers are being moved.

366. **Sustainment**. The provision of personnel, logistic, and other support required to maintain and prolong operations or combat until successful accomplishment or revision of the mission or of the national objective.

367. **TALCE Cadre**. All personnel permanently assigned to an AMCS/AMCF/ALCS or ALCF to support airlift operations.

368. **Tally or Tally and Count**. Record of actual count of shipment pieces or containers.

369. **Tanker Airlift Control Element (TALCE)**. A provisional, deployed AMC organization established fixed, en route, and deployed locations where AMC operational support is non-existent or insufficient. AMCI 10-202, AMC Command and Control Operations, describes TALCE operations. A TALCE provides continuing on-site management of AMC airfield operations including C2, communications, aerial port, maintenance, security, services, weather, finance, contracting and intelligence - critical elements needed to ensure a safe and efficient air base for all tanker and airlift operations. The TALCE is composed of mission support elements from various units and deploys in support of Special Assignment Airlift Mission (SAAM), Joint Airborne/Air Transportability Training (JA/ATT), tanker support, and contingency and emergency relief missions on both planned and "no notice" basis.

370. **Tariff**. A publication containing rates, rules, regulations, and charges applying to commercial/military transportation and accessorial services.

371. **Tariff Weight**. Weight standard agreed upon in tariffs.

372. **Tender**. A typed or electronic voluntary or negotiated offer by a qualified carrier to provide transportation service to the U.S. Government at specified rates or charges and submitted by the carrier to a central authority for official acceptance and authorization for use to route traffic.

373. **Theater**. A geographic area outside CONUS for which a commander has responsibility and control. Exception is U.S. Atlantic Command's area of responsibility (AOR).

374. **Theater-Assigned Transportation Assets**. Transportation assets that are assigned for combatant command to a commander of a unified or specified command other than USCINTRANS.

375. **Theater Commander in Chief (CINC)**. The commander of a unified command having responsibility and control for military operations in a designated geographical area.

376. **Through Government Bill of Lading (TGBL)**. A bill of lading that is issued by a U.S. Government activity to document through movement from initial point of origin to final destination.

377. **Time Length**. The time it takes from first vehicle in the convoy to the last vehicle to pass a given point.

378. **Ton**. A measurement of weight.

- a. Long Ton (LT) (LTON). 2,240 pounds.
 - b. Measurement Ton (MT)(MTON). 40 cubic feet.
 - c. Metric Ton (M.T.). 1,000 kilograms (2,204.6 pounds).
 - d. Short Ton (ST) (STON). 2,000 pounds.
379. **Traceable Means**. A transportation service that provides accountability for a shipment.
380. **Tracing**. Action to determine the location of a shipment.
381. **Traffic**. Cargo, mail, passengers, patients, security courier material, accompanied baggage, and human remains. Outbound traffic is that which originates in the CONUS and is destined for an area outside of CONUS. Inbound traffic is that which originates outside of CONUS and is destined to or moving in the general direction of the CONUS.
382. **Traffic Distribution Record (TDR)**. A method of recording distribution of personal property shipments to commercial carriers.
383. **Traffic Management**. The direction, control and supervision of all functions incident to the procurement and use of cargo, passenger and personal property transportation services (including rail, highway, air, sea, pipeline, inland waterway, coastal, intercoastal carriers, and organic assets).
384. **Trail Element**. The last element of a convoy. It is generally composed of personnel and equipment which provide maintenance, medical, and engineering support to the convoy.
385. **Transit Times**. The established time for the movement of a shipment from origin to destination. This time is determined by counting the day after pickup as the first day. Saturdays, Sundays, and holidays are counted as part of the transit time.
386. **Transportation Account Code (TAC)**. A four-digit code by which the appropriate Service, agency, or contractor identifies the account to be charged for transportation. (See DOD 4500.32-R, Volume II)
387. **Transportation Agent**. Individual designated by orders to assume responsibilities of the Transportation Officer. These responsibilities may include administering and/or signing contracts and other documentation which would normally require the signature of the TO; and performing service-unique procedures, etc.
388. **Transportation Component Command (TCC)**. Subordinate command of United States Transportation Command (USTRANSCOM) and under combatant command of USCINCTrans. TCCs currently are Military Traffic Management Command (MTMC),

Military Sealift Command (MSC), and Air Mobility Command (AMC).

389. **Transportation Control Movement Document (TCMD), DD Form 1384.** A form used to control the movement of property while in the Defense Transportation System (DTS) and performs functions similar to a bill of lading in the commercial transportation system.

390. **Transportation Control Number (TCN).** A 17-position number assigned to control a shipment throughout the transportation cycle of the DTS.

391. **Transportation Discrepancies.** Any deviations of shipment received, i.e., quantity, condition, documentation, or deficiencies.

392. **Transportation Discrepancy Report (TDR).** Standard Form (SF) 361 used to report loss and damage to material.

393. **Transportation Officer (TO).** Person(s) designated or appointed to perform traffic management functions. The official at an activity that is appointed as Installation Transportation Officer (ITO), Traffic Manager (TM), Traffic Management Officer (TMO), Passenger Transportation Officer (PTO), Personal Property Transportation Officer (JPPSO, PPSO, PPPO, etc.)

394. **Transportation Operational Personal Property Standard System (TOPS).** A standard Automated Information System (AIS) designed to support the worldwide Personal Property Movement and Storage Program.

395. **Transportation Priority.** A number assigned to a shipment that establishes its movement precedence by air, land, or sea within the DTS.

396. **Transportation Protective Service (TPS).** A commercial carrier service performed according to DOD standards that provides in-transit physical security for shipments of SECRET, CONFIDENTIAL, or sensitive material.

397. **Transshipment Point.** Point where the responsibility for an in-transit shipment is transferred from one mode or conveyance to another for further transportation to the consignee.

398. **Trip Leased.** A vehicle lease of 30 days or less in duration between a carrier and a leasing agent involving the power unit of a vehicle.

399. **Truck-Away Service.** A method of transporting vehicles, including other than self-propelled vehicles, whereby the vehicles are loaded into or upon carrier's equipment.

400. **Truckload.** A quantity of cargo required for the application of a truckload rate. Also, a motor vehicle loaded to its carrying capacity.

401. **Unconstrained Environment.** Transportation assets are in sufficient supply to support all

lift requirements.

402. **Uniform Freight Classification**. A rail tariff containing freight descriptions of a specific or general nature under which all commodities moving in rail cargo service are "rated" or "classed".

403. **Uniform Materiel Movement and Issue Priority System (UMMIPS)**. DOD Directive 4410.6, Chapter 5, Part F, specifies incremental time standards for requisition, issue, and movement of materiel for DOD. The time standards apply to all transportation modes in peace and war and vary according to the priority and ultimate destination of the shipment.

404. **Uniformed Services**. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

405. **Unit Line Number (ULN)**. A seven-character, alphanumeric field which uniquely describes a unit entry (line) in a Joint Operation Planning and Execution System time-phased force and deployment data.

406. **Unit Movement Data (UMD)**. A collection of movement information that pertains to a unit move. Generally includes, but is not limited to, all data associated with a unit equipment list (UEL) or desired equipment list (DEL). May include information such as departure dates or times, modes, carriers, etc.

407. **United States Armed Forces**. Used to denote collectively only the regular components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

408. **United States Transportation Command (USTRANSCOM)**. The unified command which is the DOD single manager for sea, land, and air transportation in both peace and war. USTRANSCOM controls all DOD transportation assets except those which are Service-unique or theater-assigned.

409. **Unit Type Code (UTC)**. A five character, alphanumeric code that uniquely identifies each type unit of the armed forces.

410. **Unstuffing**. Removal of cargo or household goods from container.

411. **USTRANSCOM Transportation Component Commands (TCCs)**. The three component commands of USTRANSCOM: Air Force Air Mobility Command, Navy Military Sealift Command, and Army Military Traffic Management Command. Each transportation component command remains a major command of its parent Service and continues to organize, train, and equip its forces as specified by law. Each transportation component command also continues to perform Service-unique missions.

412. **Vehicle Distance**. The space between two consecutive vehicles of an organized element of a column. It is also referred to as "vehicle gap."

413. **Volume Movement Report (VMR)**. Means used by TO or other shipper to inform MTMC or theater CINC of cargo movement having sufficient volume and/or characteristics for potential negotiations with carrier industry for special transportation rates and service.

414. **Water Clearance Authority (WCA)**. An activity which controls and monitors the flow of cargo into ocean terminals. (See Ocean Cargo Clearance Authority)

415. **Water Port of Embarkation (WPOE)**. An authorized point of departure from a foreign country or the United States located at a water port.

416. **Weight Limitation**. Limitation of weight distributed upon axle loads and spacing, and to the gross load of a vehicle, or combination thereof.

ABBREVIATIONS AND ACRONYMS

AA&E	Arms, Ammunition, and Explosives
AACG	Arrival Airfield Control Group
AAFES	Army and Air Force Exchange System
AAR	Association of American Railroads
ACA	Airlift Clearance Authority
ACC	Air Combat Command
ACL	Allowable Cabin Load
ACO	Administrative Contracting Officer
A/DACG	Arrival/Departure Airfield Control Group
ADN	International Standard for Shipment of Hazardous Goods by Highway
ADNR	International Standard for Shipment of Hazardous Goods on European Inland Waterway Systems
ADPE	Automated Data Processing Equipment
ADUSD(TP)	Assistant Deputy Under Secretary of Defense for Transportation Policy
A&E	Ammunition and Explosives
AEP	Air Evacuation Patient
AETC	Air Force Education and Training Command
AFARS	Army Federal Acquisition Regulation Supplement
AFI	Air Force Instruction
AFJMAN	Air Force Joint Manual
AFMPC	Air Force Military Personnel Center
AFR	Air Force Regulation
AFRES	Air Force Reserves
AFSPC	Air Force Space Command
AGS	Armed Guard Service
AID	Agency for International Development
AIG	Address Indicator Group
AIS	Automated Information Systems
AIT	Automatic Identification Technology
ALCE	Airlift Control Element
ALCS	Airlift Control Squadrons
ALCF	Airlift Control Flight
ALD	Available to Load Date
ALOC	Air Line Of Communication
AMC	Air Mobility Command, Army Materiel Command
AMCCOM	Army Armaments, Munitions, and Chemical Command
AMCF	Air Mobility Control Flight
AMCM	Air Mobility Command Manual
AMCR	Air Mobility Command Regulation
AMCS	Air Mobility Control Squadron
AMD	Air Movement Designator / Asset Management Directorate
AMDF	Army Master Data File

AMEMB	American Embassy
AMO	Area Monitoring Office
AMTRAK	Registered Trademark for National Railroad Passenger Corporation
ANG	Air National Guard
ANSI	American National Standards Institute
AOs	Areas of Operation
AOC	Army Operations Center
AOR	Area of Responsibility
APO	Army Post Office
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APS	Aerial Port Squadron
AR	Army Regulation
ARC	Air Reserve Components
ARNG	Army National Guard
ASIF	Airlift Service Industrial Fund (see DBOF-T)
ASPUR	Automated System for Processing Unit Requirements
ATAC	Abbreviated Transportation Accounting Classification
ATCMD	Advanced Transportation Control and Movement Document
ATF	Alcohol, Tobacco, And Firearms (Bureau Of)
ATOC	Air Terminal Operations Center
ATT	Affiliation Training Team
AUTODIN	Automated Digital Information Network
AUTOSEVOCOM	Automatic Secure Voice Communications
BB	Breakbulk
BBL	Barrel
BMCT	Branch Movement Control Team
BOA	Basic Ordering Agreement
BOTO	Boat One Time Only
BRAC	Base Realignment and Closure
C2	Command and Control
C3	Command, Control, and Communications
C4	Command, Control, Communications, and Computers
C4S	Command, Control, Communication, Computer Systems
CA	Clearance Authority
CAA	Competent Authority Approval
CAB	Civil Aeronautics Board
CADS	Containerized Ammunition Distribution System
CAGE	Contractor and Government Entity
CAM	Commercial Air Movements
CAO	Contract Administration Office
CAPS	Consolidated Aerial Port System
CASREP	Casualty Reporting
CBA	Centrally Billed Accounts
CBA	Centralized Booking Agency

CBBLs	Hundreds of Barrels
CBL	Commercial Bill of Lading
CBO	Consolidation Booking Office
CCI	Controlled Cryptographic Items
CCN	Certification Control Number
CCP	Consolidation and Containerization Point
CDL	Commercial Driver License
CFAC	Common Financial and/or Administrative Control
CFM	CONUS Freight Management
CFR	U.S. Code Federal Regulation
CG	Center of Gravity
CHE	Container Handling Equipment
CIC	Customer Identification Code
CIM	Corporate Information Management
CIN	Cargo Increment Number
CINC	Commander in Chief
CJCS	Chairman of the Joint Chiefs of Staff
CL	Carload
CM	Committee Member(s)
CMCS	Central European Movements Control System
CMO	Convoy Movement Order
CMOS	Cargo Movement Operations Systems
CNO	Chief of Naval Operations
COCOM	Combatant Command
COE	Certificate of Equivalency
COFC	Container on Flat Car
COMJTF	Commander, Joint Task Force
COMUSJTF	Commander, U.S. Joint Task Force
CONUS	Continental United States
COP	Contingency Operation Plan
COR	Contracting Officer's Representative
CORE	Contingency Response
CORS	Cargo Out-Turn Reporting System
CP	Committee Chairperson
CPP	Carrier Performance Program
CPPSO	Consolidated Personal Property Shipping Office
CQP	Carrier Qualification Program
CRAF	Civil Reserve Air Fleet
CRS	Commercial Reservation System
CSB	Customer Service Branch
CSRO	Contingency Standing Route Order
CS	Constant Surveillance Service / Combat Service
CSS	Combat Service Support
CTO	Commercial Travel Office
CTUS	Customers Territory Of The United States

CU	Cube
CULT	Common-User Land Transportation
CVSA	Commercial Vehicle Safety Alliance
CWT	Hundred Weight
CY	Calendar Year
DACG	Departure Airfield Control Group
DBA	Data Base Administrator
DBOF	Defense Business Operations Fund
DBOF-T	Defense Business Operations Fund-Transportation
DBSA	Deployment Brigade Support Activity
DCC	Deployment Control Center
DCMAO	Defense Contract Management Area Office
DCMC	Defense Contract Management Command
DCS	Deputy Chief of Staff / Defense Courier Service
DD	Dual Driver Protective Service
DDD	Desired Delivery Date
DDI	Department of Defense Instruction
DDN	Defense Data Network
DeCA	Defense Commissary Agency
DFAS	Defense Finance and Accounting Service
DFRIF	Defense Freight Railway Interchange Fleet
DFSC	Defense Fuel Supply Center
DIC	Document Identifier Code
DIS	Defense Intelligence Investigative Service
DISA	Defense Information Systems Agency / Data Interchange Standards Association
DISCON	Discrepancy In Shipment Confirmation
DISREP	Discrepancy In Shipment Report
DITY	Do-It-Yourself (Moves)
DLA	Defense Logistics Agency
DLAM	Defense Logistics Agency Manual
DLAR	Defense Logistics Agency Regulation
DLMSO	Defense Logistics Management Systems Office
DMC	Defense Movement Coordinator
DN	Dual Driver with National Agency Check
DND	Canadian Department of National Defense
DOB	Date on Berth / Date of Birth
DOD	Department of Defense
DOD	Date of Delivery
DODAAC	Department of Defense Activity Address Code
DODAAD	DOD Activity Address Directory
DODD	Department of Defense Directive
DODDS	Department of Defense Dependents Schools
DODIC	Department of Defense Identification Code
DOE	Department of Energy

DOJ	Department of Justice
DOS	Department of State
DOT	Department of Transportation
DPM	Direct Procurement Method
DPRO	Defense Plant Representative Office
DRMO	Defense Reutilization Marketing Office
DRO	Domestic Route Order
DSAA	Defense Security Assistance Agency
DSN	Defense Switched Network
DSR	Defense Subsistence Region
DTAV	Department of Defense Total Asset Visibility
DTC	Delivery Term Code
DTEDI	Defense Transportation Electronic Data Interchange
DTO	Division Transportation Officer
DTPS	Defense Transportation Payment System
DTR	Defense Transportation Regulation
DTRANSEDI	Department of Defense Transportation Electronic Data Interchange
DTS	Defense Transportation System
DTSCC	Defense Transportation Systems Coordination Committee
DTTS	Defense Transportation Tracking System
DWASP	Depot Warehousing and Supply
DWT	Deadweight Tonnage
EAD	Earliest Arrival Date
EC	Electronic Commerce
EDI	Electronic Data Interchange
EDOB	Estimated Date on Berth
EDOD	Estimated Date of Delivery
EMBO	Embarkation Officer
EML	Environmental and Morale Leave
EOD	Explosive Ordnance Disposal
EPA	Environmental Protection Agency
ERL	Expected Receipt Listing
ERO	Engine Running Onload/Offload
ETA	Estimated Time of Arrival
ETADS	Enhanced Transportation Automated Data System
ETD	Estimated Time of Departure
ETMP	Emergency Traffic Management Plan
ETR	Export Traffic Release
ETRR	Export Traffic Release Request
FAA	Federal Aviation Administration
FAD	Force Activity Designator
FAK	Freight All Kinds
FAR	Federal Acquisition Regulation
FAW	Front Axle Weight
FAX	Facsimile

FCG	Foreign Clearance Guide
FCGS	Freight Classification Guide System
FDT	First Destination Transportation
FEDEX	Federal Express
FEMA	Federal Emergency Management Agency
FF	Freight Forwarder
FINS	Freight Information System
FMC	Federal Maritime Commission
FMS	Foreign Military Sales
FOB	Free-on-Board
FOH	Front Overhang
FOIA	Freedom of Information Act
FOL	Forward Operating Location
FORSCOM	U.S. Army Forces Command
FOUO	For Official Use Only
FPO	Fleet Post Office
FRN	Force Requirement Number
FSS	Fast Sealift Ship
FTS	Federal Telecommunications System
FY	Fiscal Year
GAA	General Agency Agreement
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
GCCC	General Charter Coach Certificate
GEOLOC	Geographic Location Code
GMT	Greenwich Mean/Meridian Time
GOC	Government-Owned Containers
GO/CO	Government Owned/Contractor Operated
GPS	Global Positioning System
GRT	Government Rate Tender
GRWT	Gross Hundredweight
GS	Greater Security
GSA	General Services Administration
GT	Guaranteed Traffic
GTN	Global Transportation Network
GTR	Government Transportation Request
GTS	Government Travel Service
GWT	Gross Weight (pounds)
HA	Humanitarian Assistance
HAP	Humanitarian Assistance Program
HAZCOM	Hazardous Commodity / Hazard Communication
HAZMAT	Hazardous Material
HHG	Household Goods
HMIS	Hazardous Materials Information System
HQ	Headquarters

HRA	Humanitarian and Refugee Affairs
IAP	International Airport
IATA	International Air Transport Association
IAW	Intermediate Axle Weights
IBS	Integrated Booking System
ICAO	International Civil Aviation Organization
	Interstate Commerce Commission
ICP	Inventory Control Point
IDO	Installation Deployment Officer
IFR	Instrument Flight Rules
IMDG	International Maritime Dangerous Goods
IMDGC	International Maritime Dangerous Goods Code
IMO	Installation Mobility Officer
INMARSAT	International Maritime Satellite
IOC	Industrial Operations Command
IP	Internet Protocol
IPD	Issue Priority Designator
IRA	Interface Requirements Agreement
IRO	International Route Order
IRT	Individual Rate Tender
ISARC	Installation Shipping and Receiving Capability
ISO	International Standards Organization
ISSA	Inter-Service Support Agreement
ISU	Internal Airlift and Helicopter Slingable Units
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer (TMO), Installation Transportation Office, Invitational Travel Order
ITV	In-Transit Visibility
JA/ATT	Joint Airborne and Air Transportability Training
JAG	Judge Advocate General
JCCA	Joint Container Control Activity
JCCO	Joint Container Control Office
JCS	Joint Chiefs of Staff
JDGACP	Joint Department of Defense (DOD)/General Services Administration (GSA) Astray Cargo Program
JFC	Joint Force Commander
JFTR	Joint Federal Travel Regulation
JHCS	Joint Hazardous Certification System
JI	Joint Inspections
JLOTS	Joint Logistics Over the Shore
JLSC	Joint Logistics System Center
JMAFC	Joint Military Astray Freight Committee
JMAFP	Joint Military Astray Freight Program
JMC	Joint Movement Center
JMTCA	Joint Munitions Transportation Coordinating Activity

JOPES	Joint Operation Planning and Execution System
JPPSO	Joint Personal Property Shipping Office
JSPS	Joint Strategic Planning System
JTB	Joint Transportation Board
JTCC	Joint Transportation CIM Center
JTF	Joint Task Force
JTR	Joint Travel Regulation
JUSMAG	Joint United States Military Advisory Group
kg	kilogram
km	kilometer
LAD	Latest Arrival Date
LAW	Front Axle Weight
lbs	pounds
LCL	Less-Than-Car-Load
LIC	Low-Intensity Conflict
LMSR	Large Medium Speed RO/RO
LOC	Lines of Communication
LOGMARS	Logistics Applications of Automated Marking and Reading Symbol
LOGREQ	Logistics Requirements
LOI	Letter of Intent
LOPA	Local Payment of Airlines
LOTS	Logistics Over the Shore
LRU	Less-Than-Release Unit
LT, LTON, L/T	Long Ton
LTL	Less-Than-Truckload
MA	Marshalling Area
MACOM/MAJCOM	Major Command
MAIN	Military Authorization Identification Number
MAP	Military Assistance Program
MAPAD	Military Assistance Program Address Directory
MARAD	Maritime Administration
MARFORRES	Marine Forces Reserve
MARS	Military Affiliate Radio System
MATA	Military Air Transportation Agreement
MAXPAK	Maximum Packing (Rate)
MBA	Military Bus Agreement
MBBLs	Thousands of Barrels
MCC	Movement Control Center
MCO	Marine Corps Order
MCT	Movement Control Team
MDC	Movement Designator Code
MEPS	Military Entrance Processing Stations
METS	Mechanized Export Traffic System
MFC	Mobility Force Commander
MHE	Materiel Handling Equipment

MI	Military Impedimenta
MICOM	Missile Command
MILVAN	Military Van
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTD	Military Standard
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MLM	Mail-Like Material
MO	Mobility Officer
MOA	Memorandum of Agreement
MOBCON	Mobilization Movement Control Program
MOM	Military Official Mail
MOT	Military Ocean Terminal
MOTO	Mobile Home One-Time-Only
MOU	Memorandum of Understanding
MOV	Military-Owned Vehicle
MRA	Military Rail Agreement
MRO	Military Route Order
MS	Motor Surveillance Service
MSA	Military Support Activity
MSC	Military Sealift Command
MSE	Mission Support Element
MSG	Message
MSL	Military Shipping Label
MST	Mission Support Team
MT	Metric Ton
MTON	Measurement Ton
MTMC	Military Traffic Management Command
MTMCTEA	Military Traffic Management Command, Transportation Engineering Agency
MTMP	Munitions Transportation Management Program
MTO	Motor Transport Officer
MTX	Military Traffic Expediting Service
MWR	Morale, Welfare, and Recreation
NA	National
NAC	National Agency Check
NAF	Nonappropriated Funds
NAFTA	North American Free Trade Agreement
NALC	Navy Ammunition Logistics Code
NATO	North Atlantic Treaty Organization
NAVTRANS	Naval Transportation Support Center
NAVSUPINST	Naval Supply Systems Command Instruction
NCA	National Command Authority
NCO	Noncommissioned Officer (Enlisted Personnel)
NCOIC	Noncommissioned Officer in Charge

NCWT	Net Hundredweight
NDRF	National Defense Reserve Fleet
NEO	Noncombatant Evacuation Operations
NEQ	Net Explosive Quantity
NEW	Net Explosive Weight
NGB	National Guard Bureau
NICP	National Inventory Control Point
NISPM	National Industrial Security Program Manual
NLT	Not Later Than
NMCS	Not-Mission-Capable Supply
NMFC	National Motor Freight Classification
NMFTA	National Motor Freight Traffic Association
NOA	Notice of Availability
NOFORN	Not Releasable to Foreign Nationals
NOIBN	Not Otherwise Identified by Name
NRC	National Response Center
NRP	Non-unit Replacement Personnel
NSACSM	National Security Agency Communication Security Manual
NSACSS	National Security Agency Central Security
NSN	National Stock Number
NTS	Nontemporary Storage
NTSB	National Transportation Safety Board
OADUSD(TP)	Office of the Assistant Deputy Under Secretary of Defense for Transportation Policy
OAG	Official Airline Guide
OCBO	Ocean Cargo Booking Office
OCCA	Ocean Cargo Clearance Authority
OCONUS	Outside Continental United States
OIC	Officer in Charge
OMB	Office of Management and Budget
OOTW	Operations Other Than War
OPLAN	Operation Plans
OPLIFT	Opportune Lift
OPNAVINST	Operational Naval Instruction
ORM-D	Other Regulated Material-D
OSA	Operational Support Airlift
OSD	Office of the Secretary of Defense
OTO	One-Time-Only
PBP&E	Professional Books, Papers, And Equipment
PC	Personal Computer
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PEC	Program Element Code
PIH	Poisonous by Inhalation
PIM	Pretrained Individual Manpower

PIN	Personnel Increment Number
PIP	Product Improvement Program
PLS	Palletized Load System
PM	Provost Marshall
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POF	Privately-Owned Firearms
POL	Petroleum, Oils, and Lubricants
POP	Performance Oriented Packaging
POV	Privately-Owned Vehicle
PP	Personal Property
PPCIG	Personal Property Consignment Instruction Guide (Volume I and II)
PPGBL	Personal Property Government Bill of Lading
PPTMR	Personal Property Traffic Management Regulation (DOD 4500.9-R, Part IV)
PPPO	Personal Property Processing Office
PPSO	Personal Property Shipping Office
PRAMS	Passenger Reservation and Manifesting System
PRC	Passenger Reservation Center
PRU	Proposed Release Unit
PS	Protective Security Service
PSA	Port Support Activity
psi	pounds per square inch
PSRO	Passenger Standing Route Order
PTO	Passenger Transportation Officer
PWR	Prepositional War Reserve
RAD	Required Availability Date
RAW	Rear Axle Weight
RC	Reserve Component
RDD	Required Delivery Date
RDL	Reference Data Line
REPSHIP	Report of Shipment
RFI	Request for Information
RFP	Request for Proposal
RG	Rail Armed Guard Service
RI	Rail Inspection Service
RIC	Reservation Identification Code Routing Identifier Code
RIN	Routing Instruction Note
ROH	Rear Overhang
RO/RO	Roll on/Roll off
ROWPU	Reverse Osmosis Water Purification Unit
RPDD	Required Port Delivery Date
RRF	Ready Reserve Force
RSMO	Regional Storage Management Office
RTD	Required Terminal Delivery Date

RTO	Rail Transportation Office
RU	Release Unit
SAAM	Special Assignment Airlift Mission
SAM	Special Air Mission
SCAC	Standard Carrier Alpha Codes
SDO	Supply Depot Operation
SDS	Standard Depot System
SDT	Second Destination Transportation
SE	Security Escort Vehicle Service
SEABEE	Sea Barge
SECDEF	Secretary of Defense
SECTRANS	Secretary of Transportation
SED	Shipper's Export Declaration
SELRES	Selected Reserve
SF	Standard Form
SFR	Single Factor Rate
SICA	Secondary Item Control Activities
SIT	Storage-In-Transit
SIP	Shipper Information Package
SJA	Staff Judge Advocate
SLOC	Sea Line Of Communication
SM	Satellite Motor Surveillance
SMCA	Single Manager Conventional Ammunition
SMCC	State Movement Control Center
SMO	Strategic Mobility Officer
SOFA	Status of Forces Agreement
SOLAS	Safety of Life at Sea
SOP	Standard Operating Procedures
SPLC	Standard Point Location Code
SPOD	Seaport of Debarkation
SPOE	Seaport of Embarkation
SRC	Security Risk Category
SRO	Standing Route Order
SRP	Sealift Readiness Program
SSAN	Social Security Account Number
SSCO	Shipper Service Control Office
SSS	Signature Security Service
S/T, STON	Short Ton
ST	Signature Tally
STANAG	Standardization Agreement
STARC	State Area Command
STATCO	Statistical Collection of Passenger Travel
STR	Signature and Tally Record
SU	Shipment Unit
TA	Transportation Agent

TAA	Tactical Assembly Area
TAC	Transportation Account Code / Type of Address Code
TACC	Tanker/Airlift Control Center
TALCE	Tanker Airlift Control Element
T-ACS	Auxiliary Crane Ships
TAD	Temporary Additional Duty
TALO	Theater Airlift Liaison Officer
TAT	To Accompany Troops
TC-ACCIS	Transportation Coordinator Automated Command and Control Information System
TC-AIMS II	Transportation Coordinator's Automated Information Movement System
TCC	Transportation Component Command
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDR	Traffic Distribution Record
TDR	Transportation Discrepancy Report
TDY/TAD	Temporary Duty
TERMS	Terminal Management System
TFG	Transportation Facilities Guide
TGBL	Through Government Bill of Lading
TL	Truckload
TLR	Trailer
TM	Traffic Manager
TMO	Traffic Management Officer TMO Traffic Transportation Management Office
TMS	Traffic Management System
TO	Transportation Officer
TOC	TALCE Operations Center
TOFC	Trailer on Flat Car
TOPS	Transportation Operational Personal Property Standard System
TOS	Tender of Service
TOSSS	Tender of Service Signature Sheet
TP	Transportation Priority
TPA	Trading Partner Agreement
TPF	Total Package Fielding
TPFDD	Time-Phased Force and Deployment Data
TPFDL	Time-Phased Force and Deployment List
TPP	Travel Performance Period
TPS	Transportation Protective Services
TQAP	Total Quality Assurance Program
TRAMS	Transportation Automated Management System
TS	Tank Surveillance Service
TSP	Transshipment Point
TRADOC	Training and Doctrine Command
TTB	Transportation Terminal Brigade / Battalion

TTP	Trailer Transfer Point / Terminal Transportation Brigades
TTU	Transportation Terminal Unit
TWX	Teletypewriter Exchange
UB	Unaccompanied Baggage
UFC	Uniform Freight Classification
UIC	Unit Identification Code
ULN	Unit Line Number
UMC	Unit Movement Coordinator
UMD	Unit Movement Data
UMMIPS	Uniform Materiel Movement and Issue Priority System
UMO	Unit Movement Officer
UN	United Nations
UNCAT	Uncategorized
UPS	United Parcel Service
USA	United States Army
USAF	United States Air Force
USAPPC	United States Army Publications and Printing Command
USAR	United States Army Reserve
USCG	United States Coast Guard
USCINCTRANS	Commander in Chief, U.S. Transportation Command
USEUCOM	United States European Command
USFJ	United States Forces Japan
USFK	United States Forces Korea
USMC	United States Marine Corps
USN	United States Navy
USPFO	United States Property and Fiscal Office(r)
USPS	United States Postal Service
USTRANSCOM	United States Transportation Command
USTRANSCOMR	United States Transportation Command Regulation
UTC	Unit Type Code
VLP	Vehicle Level of Processing
VMR	Volume Movement Report
WB	Wheel Base
WCA	Water Clearance Authority
WPLO	Water Port Liaison/Logistics Office
WPOD	Water Port of Debarkation
WPOE	Water Port of Embarkation
WRM	War Reserve Materiel
WTA	Water Terminal Authority
WTCA	Water Terminal Clearance Authority
ZULU	Time Zone Indicator for Universal Time

CHAPTER 401

GENERAL PROVISIONS

A. PURPOSE

This Regulation prescribes traffic management policies and procedures applicable to the Department of Defense/United States Coast Guard (DOD/USCG) and non-appropriated fund (NAF) employees for the movement and storage of personal property and mobile homes.

B. POLICY

1. U.S. Transportation Command (USTRANSCOM), in conjunction with the Services and theater commands, will provide technical direction and supervision over all traffic management functions incident to personal property movements within the Defense Transportation System (DTS). Quality service to the member is given primary emphasis in implementation and management of the personal property program.

2. The Transportation Officer (TO) will determine best service in support of the personal property program.

3. Military air and ocean transportation resources, under the control of AMC or MSC, will be used to the maximum extent practicable.

4. The movement of household goods (HHG) by air is subject to the following considerations:

a. Personal property will be airlifted by AMC or commercial air carriers to and from those "hard-lift" areas designated by DOD Components.

b. Personal property shipments may be effected via AMC where Transportation Priority 4 (TP-4) tariff rates are available in other than hard-lift areas.

c. Commercial airlift, acquired directly or as part of an International Through Government Bill of Lading (ITGBL) shipment, may be used when cost effective or if both surface and AMC transportation between other than hard-lift areas do not satisfy the member's shipment requirements.

5. Total personal property program transportation costs will be captured in the automated personal property system and reported to USTRANSCOM annually on fiscal year basis. Costs will be reported for TGBL moves, nontemporary storage (NTS), local drayage, direct procurement method (DPM) contractual services/linehaul, intratheater movements, and Do-It-Yourself-Move (DITY) payments. When shipments are transported via military airlift and sealift, such costs will be included as well. First report is due Dec 99, and annually on 25 Oct

thereafter. Cost data will in turn be provided by USTRANSCOM to the Services and the Assistant Deputy Under Secretary of Defense for Transportation Policy.

6. MTMC components will schedule a personal property staff assistance visit (SAV) for each personal property shipping office (PPSO) within their geographical area of responsibility once every 2 years, with priority given to high volume shipping activities. Supported Personal Property Processing Offices (PPPO) should be included in the SAV, as appropriate. The purpose of the SAV is to assist the PPSO in executing personal property traffic management program initiatives, and evaluate program effectiveness. Visits will be coordinated with the military service headquarters or major command to avoid duplication of effort. A GAO or DOD IG audit conducted within the 2-year period may be substituted for the SAV.

a. SAV dates will be coordinated with the PPSO at least 45 days in advance; followed up in writing with information copies to the appropriate service headquarters or major command.

b. The SAV representative will prepare a report of visit within 30 days following completion of SAV addressed to the PPSO/PPPO's visited, with information copy to the appropriate service headquarters or major command.

7. Change notification to all rate solicitations will be coordinated with the appropriate DOD Components when they affect operations, policy, procedures, and/or affect cost to the program.

8. Any questions concerning the pamphlet on "How to do Business in the Personal Property Program" should be directed to HQ MTMC/MTPP-AQ, Com'l Telephone, (703) 681-3395.

C. INDIVIDUAL MISSION, ROLES, AND RESPONSIBILITIES

Refer to DTR, Part I, Chapter 101, paragraph C.

D. ADDITIONAL RESPONSIBILITIES

1. Installation Commanders shall:

a. Implement this regulation and all program-related directives issued by HQ MTMC.

b. Appoint, in writing, a Transportation Officer (TO). Staff and support installation transportation offices to ensure their effective operation and consider fully the increased work loads experienced during the summer shipping period and other periods of peak demand.

c. Ensure coordination between the installation housing office and TO to prevent unnecessary Storage-In-Transit (SIT) due to housing unavailability.

d. Allow enough time off from duties for members to arrange for the shipment or receipt of personal property.

e. Ensure the member is furnished all published orders in a timely manner.

f. Ensure the member is made aware of all responsibilities and entitlements in the program and provide all services to which the member is entitled.

g. Ensure coordination between the TO and contracting officers concerning the requirements and performance of local program contractors.

2. TO/PPSO shall:

a. Establish areas of operation to encompass their entire area of responsibility, when deemed appropriate, for sound traffic management.

b. Accept or reject carriers' Letters of Intent (LOIs), in accordance with criteria established by HQ MTMC.

c. Determine the qualification of carriers' agents, in accordance with criteria established by HQ MTMC.

d. Maintain a file of carrier rate tariffs and tenders for the installation's area of responsibility.

e. Coordinate with appropriate contracting officers on the negotiation, maintenance, and administration of packing and containerization contracts.

f. Promptly accept and process all applications for the shipment or storage of personal property, regardless of the member's military service affiliation.

g. Counsel members on their entitlements and responsibilities for the movement and storage of their personal property to include domestic TGBL shipments insurance options.

(1) **Basic Valuation Coverage.** This coverage holds the carrier liable for \$1.25 times the net weight each shipment. The carrier's liability is limited to that amount only. There is no additional cost to the member for this coverage.

(2) **Increased Released Valuation.** If shipper determines that the basic coverage is not enough to cover the value of the shipment, he/she may choose to increase the coverage by buying additional protection. Under the following options:

(a) **Option 1 (Higher Released Valuation or Lump Sum Coverage):** An increased value placed on a shipment, by the member, above the \$1.25 times the actual net weight of the shipment. *(Example: Shipper may increase the amount multiplied by the actual*

weight of the shipment, i.e., \$2.00 or \$3.00) There is no maximum limit. The government pays for the basic coverage and the member must pay for the additional amount above the basic coverage.

Note 1: Basic coverage and option 1 is "depreciated value" coverage which ensures each article is covered for its replacement value, less depreciation up to the stated valuation. The weight of an item has no bearing on liability.

(b) Option 2 (Full Replacement Valuation): The member elects this option to buy full replacement value coverage from the carrier, either as a lump sum or by increasing the basic amount from \$1.25 per pound to \$3.50 per pound. (Must be at least \$21,000 or \$3.50 times the actual net weight of the shipment, whichever is greater). This option offers members who may only have a small amount to ship the opportunity to insure their shipment for a "minimum lump sum" of at least \$21,000. (*Example 1: A member with only 5,000 pound shipment who wanted the extra protection of full replacement valuation could "declare" the shipment at a minimum "lump sum" valuation of \$21,000, since the shipment weight (5,000 lbs) times \$3.50 would only be \$17,500.*) The government pays the basic coverage and the shipper must pay for coverage over and beyond that for basic coverage.

Note 2: Coverage under Option 2 is **not** depreciated value coverage. The carrier's liability is the amount necessary to replace or repair any and all items lost or damaged up to the declared amount. The shipper under this option would be paid the cost to replace any item damaged, lost, or broken beyond repair. Also, under this insurance option, the carrier has the right to repair or replace items instead of paying the shipper for them. The shipper must submit claim (if any) against the carrier before initiating a claim against the government. The carrier is only responsible to pay full replacement up to \$3.50 times the actual shipment weight or \$21,000, whichever is greater. A lump sum in excess of that amount will not be covered as full replacement. (*Example: A shipper with an 18,000 pound shipment would be eligible under Option 2 for "Full Replacement Valuation" at \$63,000 (18,000 lbs x \$3.50). If the shipper wanted to declare a "lump sum valuation" of \$75,000 on his/her property, the carrier would not accept this shipment under Option 2.*) Members may request assistance from any Transportation Office or claims office, if necessary.

A statement on the Personal Property Government Bill of Lading (PPGBL) shall be the reference to valuation of the shipment unless a higher valuation is declared. If a higher valuation is requested by the member, it will be indicated on the DD Form 1299 and on the PPGBL.

The following statements are required for entry on the PPGBL:

(c) For TGBL Domestic Shipments, enter one of the following:

(1) Increased Valuation - "Shipment is released at a declared lump sum value of \$ _____ or "Shipment is released at a valuation of \$ _____ times the net weight in pounds of the shipment."

(2) Full Replacement Protection - "Shipment released at full replacement protection of \$3.50 times the net weight in pounds of the shipment or \$21,000, whichever is greater.

h. Establish reasonable required delivery dates (RDDs) based on the member's requirements and other governing elements.

i. Forward a properly prepared and supported DD Form 1299, Application for Shipment and/or Storage of Personal Property, to the responsible TO when transportation, storage, or related services are required outside the installation's area of responsibility.

j. Select the method and mode of shipment and acquire promptly all transportation or storage necessary to fulfill the requirements of the member, according to the policies and procedures established in this regulation.

k. Advise the member or the member's agent of the name of the carrier or warehouse selected and of the dates the necessary packing and related services will be performed before movement or storage of the personal property.

l. Advise the member that container/overflow boxes when used in door-to-door service, will be stuffed at origin residence unless specific exception is authorized by TO or the member.

m. Distribute personal property traffic as prescribed by this regulation.

n. Control, secure, issue and prepare Personal Property Government Bills of Lading (PPGBLs), and submit them to the carrier before the agreed time of pickup.

o. Prepare and distribute Transportation Control and Movement Documents (TCMDs) as required.

p. Prepare and distribute customs documents, as required.

q. Maintain a PPGBL public file for review by carriers. (The PPGBL public file shall be provided quarterly in printout format by HQ MTMC, and shall be retained on file for 12 consecutive months).

r. Trace location of shipment upon request of service member.

s. Prepare and distribute diversion and reconsignment certificates as necessary.

t. Certify on the Statement of Accessorial Services Performed (DD Form 619), the period of time for the SIT facility when a shipment is ordered into and out of SIT. Return a certified copy to the carrier within 10 workdays of receipt.

u. Within the CONUS contact and assist the appropriate Regional Storage Management Office (RSMO) to perform all inspections of carriers agent's local facility once every six months or more depending upon necessity and capability, including checking for damaged or astray personal property shipments. Carriers and agents shall expeditiously report these types of shipments to the TO.

v. Inspect personal property shipments in accordance with the requirements of this regulation.

w. Perform claims inspections, as required, to determine carrier or contractor compliance with tenders of service, tariffs, rate tenders, or contractual obligations.

x. Inspect each mobile home shipment to ensure carriers are in compliance with the terms and conditions of the mobile homes tender of service and applicable tariff and rate tenders.

y. Establish and maintain a performance file for each carrier serving the installation's area of responsibility.

z. Warn or suspend carriers serving the installation's area of responsibility in accordance with the policies and procedures established by this regulation.

aa. Recommend to HQ MTMC, through the MTMC component, or overseas commander, the disqualification of a carrier with full justification.

ab. Inform immediately the local law enforcement agency when claims or other information reflect the loss of firearms from shipments or storage lots of personal property.

ac. If property is lost or damaged as a result of fire, flood, disaster, theft, or a similar type of occurrence while in the control of a carrier or packing and containerization contractor, investigate immediately the geographical area in which the loss or damage occurs to ensure:

(1) Necessary steps are being taken to prevent further loss, or damage.

(2) All shipments lost or damaged are accounted for.

(3) Actual damage is determined.

(4) The origin or destination TO or PPSOs are notified.

(5) Members whose property has been affected are notified of the incident and of the extent of loss or damage incurred.

(6) The appropriate MTMC component is notified in accordance with the requirements of this regulation.

ad. Furnish required statistical data to the Commander, MTMC, through the headquarters of the sponsoring military service. EDI will be used to maximum extent.

ae. Provide HQ MTMC (through the appropriate MTMC component, if applicable) current information relating to the TOs to update the PPCIG.

af. Maintain adequate records of DPM rate and shipment data and furnish such data to HQ MTMC.

ag. Report potential volume movements to HQ MTMC. If international, forward an information copy to the appropriate MTMC overseas component.

ah. Serve as the focal point of contact for the carrier for all personal property shipments originating at the activity, until such time as the shipment is offered for delivery by the carrier to the destination TO.

3. The member shall:

a. Inform the TO, upon receipt of orders or alert notice, of the desired movement date and all other information pertinent to the move.

b. Immediately notify the TO of any change in orders or other information affecting the member's entitlement to ship or store the property.

c. Establish a realistic RDD with the origin TO.

d. Ensure all items of personal property are ready for packing or shipment before the anticipated packing and pickup date.

e. If shipping a POV, deliver the POV to the vehicle processing center (VPC).

f. If shipping a mobile home, ensure the mobile home is road worthy and ready for movement before the pickup date.

g. Be present, or ensure a designated agent is present, during the pickup and delivery of the property.

h. Contact the responsible destination TO immediately upon arrival and provide a contact address and telephone number where the member can be reached to arrange delivery at destination.

i. To preclude unnecessary use of SIT or temporary lodging allowance payments, make arrangements for the acceptance of the property at destination as soon as possible.

j. When in possession of a POF, determine and comply with laws and ordinances concerning firearm ownership or possession in states or localities the member will travel through, be assigned to, or reside in; and obtain necessary authorizations for firearm possession or ownership outlined in Department of the Treasury, ATF Publication 5300.5 and by foreign and domestic government agencies.

k. Notify immediately the local installation law enforcement agency when becoming aware of the loss of firearms from a shipment or storage lot of personal property.

l. Verify the accuracy of all items and information (including damage) on all shipping documents before signing.

m. Verify the accuracy of loss or damage information itemized by the carriers on the inventory and the DD Form 1840 as appropriate.

n. Submit promptly a report on the carrier's performance. (This report is important to the overall evaluation of carrier performance).

o. Furnish the delivering carrier a signed statement when unpacking or debris removal is waived at destination.

p. Retain copies of all current transportation or storage documents.

q. Notify the TO of subsequently noticed loss or damage within 70 days after delivery.

r. Authorize the carrier to dray loose property to the warehouse for containerization of overflow items.

4. Chiefs, TO/PPSO, TO/CPPSO, and TO/JPPSO shall:

a. Provide completed documentation for the member's shipment or storage.

b. Select the method and mode of shipment commensurate with the RDD established on the DD Form 1299 received from the Transportation Office (TO) and make necessary arrangements for shipment.

c. Resolve, with the appropriate TO, requests for service that cannot be accomplished.

d. Furnish required statistical data to HQ MTMC, through the headquarters of the sponsoring military service or MTMC component, as required.

e. Provide inbound shipment information for locator action to the TOs served.

f. Accomplish all other traffic management actions required of TOs.

5. Transportation/Personal Property Processing Offices shall:

- a. Interview and counsel members on their entitlements and responsibilities in the program.
- b. Review the member's orders and prepare the DD Form 1299 in accordance with the member's entitlements and requirements. This includes the establishment of a realistic RDD.
- c. Forward the DD Form 1299 and all supporting documentation to include appropriate customs documents to the responsible TO.
- d. Monitor the arrival of newly-assigned personnel and assist the responsible TO, CTO, or JPPSO in arranging for the receipt and delivery of inbound shipments of personal property.
- e. Assist the member in filing a claim for loss or damage through the appropriate TO if there is no claim service available at the facility to which the member is assigned.

6. Terminal Commanders (Air or Water) shall:

- a. Issue letters of warning when shipments are not picked up by port agents at military air or water terminals within the time limits prescribed by the tender of service.
- b. Issue letters of warning to ITGBL carriers when violations of the tender of service are observed.
- c. Report to HQ MTMC, personal property shipping containers observed in transit that are unsatisfactory or are suspected of not meeting DOD specifications.
- d. Issue a Discrepancy in Shipment Report (DISREP) or Discrepancy in Shipment Confirmation (DISCON), as appropriate, when loss or damage is discovered in shipments transiting military air or water terminals.
- e. Issue a certificate showing ocean or aerial port used for all Codes 5 and T shipments.

E. ASSIGNMENT OF GEOGRAPHICAL AREAS OF RESPONSIBILITY

1. This section applies to all DOD-sponsored personal property shipments worldwide, but does not apply to the processing of claims for loss or damage to personal property. For claims procedures, see Chapter 410 of this regulation and regulations of the military service concerned.

2. DOD Components shall:

a. Establish or transfer areas of responsibility in coordination with the Commander, MTMC.

b. Review and coordinate memorandum of understanding with the appropriate military staff agencies' controlling manpower, resources, and funding.

c. Serve as the point of contact for activities and installations under their jurisdiction to resolve problems concerning the assignment of areas of responsibility.

3. TOs (PPSOs/PPPOs) shall:

a. Coordinate through appropriate military service command channels on all matters relating to the assignment of areas of responsibility.

b. Develop and process, through command channels, information required for the preparation and processing of memorandum of understanding.

c. Initiate memorandum of understanding, as required.

4. Geographical areas are established within each state in the Continental United States (CONUS) and Alaska, as well as all overseas areas, except as otherwise designated in the PPCIG.

F. INSTALLATION TRANSFER, ACTIVATION, AND DEACTIVATION PROCEDURES

1. Deactivation or Transfer of an Installation's Assigned Area of Responsibility.

a. When responsibilities are to be transferred from one installation or activity to another, the losing installation or activity will prepare a memorandum of understanding. A joint memorandum of understanding will be executed between the gaining and the losing installation or activity and a copy provided to the Service headquarters. When an agreement cannot be reached at the local level, the matter will be referred to the appropriate Service headquarters.

b. The Service headquarters will notify Headquarters, Military Traffic Management Command (MTMC), when agreements are final concerning the transfer of functional responsibility from one installation to another, the transfer of areas of responsibility, or the activation or deactivation of an installation. The notifications will be timely to allow updating of this regulation and the Personal Property Consignment Instruction Guide (PPCIG) and the establishment of overall operational procedures, i.e., letters of intent (LOIs) and rate programs.

c. All records and files will be transferred from the deactivated installation to the new responsible installation.

d. Interservice and interdepartmental logistic support will follow the basic policies and principles prescribed in DOD policies.

2. Budget and Funding. Each military service is assigned specific areas of responsibility for providing program-related services to all members, regardless of their military service affiliation. Within these areas of responsibility, each military service will provide administrative and operational support to the other military services as a common service. Such common-servicing does not apply to industrial fund activities that provide service only on a seller-buyer basis. In these cases, the direct costs arising from the acquisition of services, including contract storage, PPGBLs, and packing and containerization will be provided on a cross-servicing basis in accordance with regulations of the appropriate military service.

G. PERSONAL PROPERTY COUNSELING

1. Personal Property Counseling Checklist, DD Form 1797 (Figure 401-1).

a. Purpose. DD Form 1797 shall be used as a guide by the counselor during the counseling session. All pertinent items shall be discussed with the member and checked off in the blocks provided. At the conclusion of the counseling session, the form shall be signed by both the member and the counselor, with statements covering any unusual requirements or problem areas initialed by the member and the counselor. A computer generated checklist can be used in lieu of the DD Form 1797.

b. Forms Supply. DD Form 1797 is available through normal publications distribution channels.

c. Distribution. The completed DD Form 1797 shall be distributed as follows:

(1) One signed copy shall be retained in the origin shipment files.

(2) One copy shall be provided to the member.

2. Claims Counseling.

a. The Military Personnel and Civilian Employee's Claim Act is a gratuitous payment statute enacted by Congress to partially compensate a member for personal property that is lost, damaged, or destroyed incident to service.

b. The Act does NOT provide insurance coverage, nor was it intended to replace insurance.

c. Congress instead intended to alleviate some of the hardships of military life by providing fair compensation for certain types of property losses.

d. The Act was never intended to restore damaged property to a better condition than it was in prior to a move.

e. Time limitation for filing claims against the United States Government is 2 years from the date of delivery.

f. Members should be advised not to accept a partial settlement from carriers, as this may denote final payment in some cases.

g. For Army and Air Force, additional claims information may be obtained from the local Staff Judge Advocate (SJA).

3. Restricted/Prohibited Items.

Counselors will ensure that all members are advised of items that cannot be shipped as HHG or UB. Such items are listed as restricted/prohibited items in the Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR), Personal Property Consignment Instruction Guide (PPCIG), and in applicable DOD Component publications. Examples of hazardous items are listed in Appendix BG to this regulation.

4. Boat Counseling. See Chapter 412, Part B.

5. Shipment of Professional Books, Papers, and Equipment (PBP&E) and (Military Affiliate Radio System (MARS) Equipment as Prescribed in the JFTR (reference (g)). Members are authorized to ship PBP&E and MARS equipment at government expense. The shipment of PBP&E and MARS equipment shall be in the same manner and under the same conditions as other household goods. All items shipped as PBP&E shall be identified by the member and packed separately, and containers shall be marked accordingly. The actual weight of items shipped as PBP&E shall be marked separately on appropriate shipping documents. Entitlement for the shipment of PBP&E must be included in the DD Form 1614, Request and Authorization for DOD Civilian Permanent Duty Travel, for civilian personnel.

6. Shipment of Liquor/Alcoholic Beverages.

a. Domestic Shipments. Members may ship any amounts of liquor/ alcoholic beverages in their personal property shipments subject to the carrier's acceptance of these items in the shipment. (NOTE: Any single container may not exceed 1 gallon capacity.)

b. International Shipments.

(1) Shipments Entering Customs Territory of the United States (CTUS). Liquor/ alcoholic beverages are restricted and may be shipped separate from the rest of the member's personal property. (See DOD 5030.49-R). Government is not responsible for any fee or customs charges and certain charges may or may not be reimbursable.

(2) Shipments From CONUS to Overseas, Intertheater, or Intratheater. Shipment of liquor/alcoholic beverages will be in accordance with the destination country general instructions page in the PPCIG, Volume II. (If there is no specific guidance in the PPCIG on shipment of alcoholic beverages to a particular destination country, the TO will contact the destination transportation office or General Service Officer (GSO) for instructions).

H. APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY, DD FORM 1299

1. General. A separate DD Form 1299 shall be prepared for each shipment a member makes, and the applications shall be numbered 1 of 2, 2 of 2, etc. If the member cannot be present to apply for shipment, the completed DD Form 1299 shall be signed by the member's authorized agent. The member may make a signed written request for shipment which shall be retained in the origin shipment files.

2. Preparation of the DD Form 1299.

a. Each applicable block of the DD Form 1299 (Figure 401-2) will be completed. A permanent contact phone number and address shall be shown in blocks 8.g. and h. The TO, in conjunction with the member, will establish a requested pack, pick up, and delivery dates. Members should not be required to sign a blank DD Form 1299.

b. For the shipment of professional books, papers, and equipment (PBP&E), annotate the estimated weight or the word "None" in the appropriate block.

3. Persons Authorized to Complete and Submit the DD Form 1299 are:

a. The member.

b. Any person acting under a current power of attorney or an informal letter of authority signed by the member.

c. Dependents of: -

(1) Army and Air Force Personnel. When a dependent has a travel authorization to or from overseas, the dependent may apply for shipment without the member's power of attorney or letter of authorization provided the shipment is to the member's new duty station or the property is being placed in non-temporary storage (NTS). If the dependent is requesting movement of the property to any other point, the application will be supported by the member's power of attorney or letter of authorization.

(2) Navy, Coast Guard, and Marine Corps Personnel. The dependent may request shipment when all of the following conditions exist: The member is currently assigned to the overseas duty station; concurrent travel of dependents to the overseas duty station was not authorized; the shipment is being made to the member's overseas duty station; the dependent is

in receipt of dependent entry approval or authorization; and the shipment of HHG to the overseas duty station is not prohibited or restricted.

d. Other persons as authorized by the member's DOD Component regulation.

e. A commanding officer of an installation or the commanding officer's designated representative.

f. In cases of the member's death, DD Form 1300 (Report of Casualty), DD Form 2064 (Certificate of Death Overseas), Summary Court Officer Appointment Order, or the Official Bulletin Notice can be used instead of orders as an attachment to the DD Form 1299. Care should be exercised to ensure that the property is shipped to the authorized next of kin or individual legally entitled to receive the property. (See Chapter 410 of this Regulation.)

g. When the DD Form 1299 is prepared by a dependent or agent, the full name, grade, rank or rating, SSAN, and Service of the member will be shown in Block 6. One copy of the power of attorney, the informal letter of authority, or the dependent travel authorization will be retained by the origin TO in the shipment file.

4. Submission of DD Form 1299. Any TO will assist the member in preparing DD Form 1299 regardless of the member's military service affiliation, and submit the DD Form 1299 to the responsible origin PPSO.

I. REQUIRED SUPPORTING DOCUMENTATION

The following documentation is required for shipment:

1. Member's orders or other authority. Copies of the member's orders are not required when shipment is requested using dependent's travel authorization that references the member's orders (including special order number, issuing headquarters, and date of issue).

2. One copy of the DD Form 1797, signed by the member and the counselor.

3. For shipments of firearms, any forms or certificates prescribed by the member's sponsoring DOD Component or other regulatory agency.

4. Copies of power of attorney, time extension certificates, and any other documents required in special cases.

5. Customs documents to effect duty-free clearance of personal property shipments for those areas where specific customs documents are required such as:

a. United Kingdom - DD Form 1434, United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of U.S. Forces/Civilian Personnel on Duty in the UK (Figure 401-3). See PPCIG for preparation instructions.

b. CTUS - DD Form 1252, U.S. Customs Declaration for Personal Property Shipments, Part I (Figure 401-4).

(1) DD Form 1252-1, U.S. Customs Declaration for Personal Property Shipments, Part II (Figure 401-5). Guidance for shipment of privately owned firearms is found in DOD 5030.49-R.

(2) EUCOM Form 30-3, Shippers' Agriculture Inspection Certificate. Applies only to shipments originating within the EUCOM theater.

J. DISTRIBUTION OF THE DD FORM 1299 AND SUPPORTING DOCUMENTS

1. Provide a copy of the DD Form 1299 to the member.
2. Forward the DD Form 1299 and copies of all supporting documents to the responsible TO. Facsimile is acceptable.
3. Retain one signed copy of each document for local files.
4. On all ITGBL shipments from CONUS or Alaska to overseas destinations or between overseas areas, attach the following documents to the original copy of the Personal Property Government Bill of Lading (PPGBL) and give those documents to the carrier for customs clearance:
 - a. Clearance forms required by the host government.
 - b. A copy of DD Form 1299.
 - c. A copy of member's PCS or TDY/TAD orders.
5. On all ITGBL shipments from overseas areas to the CTUS attach the following documents to the original copy of the PPGBL, and provide these documents to the carrier for customs clearance:
 - a. A copy of DD Form 1252 or 1252-1 and EUCOM Form 30-3, if applicable.
 - b. A copy of DD Form 1299.
 - c. A copy of member's PCS or TDY/TAD orders.
6. On all international contract-procured shipments provide the contractor with a copy of DD Form 1299, member's orders, any required customs documents, and a water-proof pouch. Provide the out-loading terminal a copy of the DD Form 1299, the member's orders, and all required customs documents.

K. RECOMMENDATIONS FOR IMPROVEMENT

Users are encouraged to recommend changes that will improve procedures. Each proposed change to this regulation shall be forwarded through command channels to staff representatives of the respective military service to U.S. Transportation Command/TCJ4-LTP, 508 Scott Drive, Scott AFB IL 62225-5357.

Army

HQ Department of the Army
Attn: DALO-TSP
500 Army Pentagon
Washington DC 20310-0500

Navy

Commander
Naval Supply Systems Command (053)
Department of the Navy
Mechanicsburg PA 17055-0791

Air Force

Director of Transportation
Headquarters, U.S. Air Force
Attn: USAF/ILTT
Washington DC 20330-5130

Marine Corps

Commandant of the Marine Corps (LFT-4)
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington DC 20380-1775

Coast Guard

Commandant (G-WPM-2)
U.S. Coast Guard
2100 Second Street SW
Washington DC 20593-0001

L. PERSONAL PROPERTY SHIPPING OFFICE (PPSO) REQUIRED REGULATIONS

Appendix BI contains a list of publications considered essential for a successful program at a personal property shipping office. PPSO requirements for these publications shall be submitted through their established publications distribution channels.

M. FORMS SUPPLY

Any reference to forms in this part applies to the specific form discussed or an authorized automated version. Unless otherwise specifically stated, all forms discussed in this regulation are available through normal forms supply channels and/or generated in the personal property automated system.

N. TRANSPORTATION MANAGEMENT ADVISORY (TMA)

TMA's will be provided to each TO by MTMC/MTPP and, upon receipt, should be filed in Appendix BO of this regulation until canceled or superseded.

PERSONAL PROPERTY COUNSELING CHECKLIST		
PRIVACY ACT STATEMENT		
AUTHORITY: 37 USC 406; 5 USC 5726; and EO. 9397.		
PRINCIPAL PURPOSE(S): Primary purpose is to ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System. Information collected in this system may also be used in determining validity of claims for damage and improper shipments and any third party responsibility.		
ROUTINE USE(S): Information contained in this system of records may be provided to a carrier, for the purpose of helping to resolve or adjudicate claims brought by Defense Transportation System users.		
DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.		
1. NAME (Last, First, Middle Initial)	2. SOCIAL SECURITY NUMBER	3. GRADE/RANK/RATING
4. ISSUING AUTHORITY	5. ORDER NUMBER AND PARAGRAPH	6. DATE (YYYYMMDD)
7. CHECKLIST (Record special instructions on back)		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> PART I - HOUSEHOLD GOODS </div> <div style="width: 48%;"> PART II - UNACCOMPANIED BAGGAGE (Continued) </div> </div>		
(1) Entitlements under the order described above (number of shipments, authorized destination, etc.)	(7) Items of extraordinary value.	
(2) Weight allowances: PCS _____ TDY _____	(8) Whom to contact in the event of loss or damage.	
(3) Weight restriction at new duty station, if any.	(9) VIP - Very Important Papers (the importance of documentation).	
(4) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	(10) Member's responsibility to complete and turn in quality control form.	
(5) Pickup date and required delivery date as determined by requirements of the member: FUD _____ RDD _____	(11) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	
(6) Mode/method of shipment, including name of carrier if known.	(12) Unauthorized items and disposal of useless items.	
(7) Unauthorized items and disposal of useless items.	(13) Professional books, papers, and equipment.	
(8) Professional books, papers, and equipment.	(14) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.	
(9) Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods.	(15) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	
PART III - NONTEMPORARY STORAGE		
(10) Servicing/deservicing appliances.	(1) Entitlements under this order, special services, etc.	
(11) Temporary storage (contractual or intransit).	(2) Included as part of HHG weight allowance when stored at Government expense.	
(12) Checking inventory at origin and destination, noting discrepancies on reverse of PFGBL, DD Form 619, and carrier's inventory prior to signing and report them to ITO.	(3) Where stored and for how long.	
(13) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon.	(4) Pickup date.	
(14) Member's responsibility to sign delivery documents and release them to carrier immediately upon delivery of property and completion of delivery services and annotation of discrepancies.	(5) Appliance servicing.	
(15) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.	(6) Checking inventory at time of pickup.	
(16) Member's responsibility to contact origin and destination ITOs if there is any change in orders or there are other factors that could affect delivery of the shipment.	(7) What documentation given to member and its importance to him.	
(17) Extra pickup or delivery charges, when applicable.	(8) Items of extraordinary value, excess weight/cost.	
(18) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	(9) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	
(19) What documentation given to member and its importance to him.	(10) Unauthorized items and disposal of useless items.	
(20) Member's responsibility to complete and turn in quality control form.	(11) Professional books, papers and equipment.	
(21) Member's responsibility to ensure PP items are free of soil/pest infestation.	(12) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.	
PART IV - HOUSE TRAILERS/MOBILE HOMES		
(1) Entitlements under this order, limitations, possible costs.		
(2) Services authorized at Government expense and those billed to member.		
(3) Responsibility of member to get trailer ready for movement.		
(4) Inventory and contents of trailer. Items that cannot remain in trailer.		
(5) Pickup and delivery dates.		
(6) Intransit storage and probability of excess costs.		
(7) Carrier and Government liability.		
(8) What documentation given to member and its importance to him.		
(9) Responsibility to promptly submit quality control information.		
PART II - UNACCOMPANIED BAGGAGE		
(1) Included as part of HHG weight allowance when shipped at Government expense.		
(2) Weight allowances: Member _____ Dependents _____		
(3) What can be shipped as unaccompanied baggage.		
(4) Pickup and delivery dates.		
(5) Preparation - Copy of Orders in each container just before closing it.		
(6) How and by whom shipped.		

DD FORM 1797, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE

WHS/DIOR, Oct 98

Figure 401-1. DD Form 1797, Personal Property Counseling Checklist.
401-18

7. CHECKLIST (Continued)					
PART V - PRIVATELY OWNED VEHICLES (POV)			PART VI - WEAPONS AND AMMUNITION		
(1) Does vehicle qualify as a POV.			(1) Limitations and restrictions of country to which assigned.		
(2) Authorizations, restrictions, special Host Government requirements.			(2) US Government requirements and restrictions applicable for import.		
(3) Applicable port of embarkation and debarkation; alternates if needed.			(3) Special forms and procedures; responsibilities of carriers, etc.		
(4) Preparation of POV prior to delivery to port.			PART VII - LIABILITY, CLAIMS, PROTECTION		
(5) Application and other documents required; Power of Attorney if			(1) Carrier, storage firm and Government liability for loss or damage.		
(6) Excess costs, when applicable; oversize; excess distance.			(2) Carrier and Government liability for mobile home. Liability for repairs enroute.		
(7) Checking inventory of items left in POV; origin and destination.			(3) Carrier and Government liability for POV.		
(8) Secure lien holder's permission if required.			(4) Limitations on Government liability.		
(9) Responsibility to provide Port of Debarkation proper address where notification of arrival can be sent; period POV can remain at port.			(5) Importance of documentation - accurate inventory exception on delivery, etc.		
(10) Joint inspection of POV at time of delivery and pickup.			(6) Valuation of items of extraordinary value - substantial value.		
(11) Licensing and insurance requirements of state or overseas country.			(7) Whom to see at destination in the event of loss or damage.		
(12) Foreign manufactured POVs.					
(13) Delivery of POV to port by agent; special requirements for.					
8. SPECIAL INSTRUCTIONS					
<p>9. CONFIRMATION OF COUNSELING</p> <p>I understand that if I elect to ship any household goods at Government expense to a designated location when the waiting period for any type of housing at or in the vicinity of the overseas duty station is less than 20 weeks (as determined by the overseas commander), all entitlement to further shipment of such property at government expense will be exhausted until such time as I receive subsequent PCS orders returning me to CONUS or assigning me to another overseas duty station.</p>					
a. I HAVE BEEN BRIEFED RELATIVE TO THE DISPOSITION OF MY PERSONAL PROPERTY AS FOLLOWS:					
			(X)	YES	NO
(1) HOUSEHOLD GOODS					
(2) NONTEMPORARY STORAGE					
(3) PRIVATELY OWNED VEHICLES					
(4) LOSS AND DAMAGE					
(5) UNACCOMPANIED BAGGAGE					
(6) MOBILE HOMES (\$150.00 limitation on repairs enroute)					
(7) WEAPONS AND AMMUNITION					
(8) I HAVE BEEN FURNISHED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PAMPHLET.					
b. SIGNATURE OF COUNSELOR			c. SIGNATURE OF MEMBER/DEPENDENT/AGENT		d. DATE (YYYYMMDD)

DD FORM 1797 (BACK), SEP 1998

Figure 401-1 (Cont'). DD Form 1797, Personal Property Counseling Checklist (Reverse).

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY (Read Privacy Act Statement on back before completing form.)		1. DATE PREPARED (YYYYMMDD)		2. SHPMENT NUMBER	
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office)			
		a. NAME			
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code)			
6. MEMBER OR EMPLOYEE INFORMATION					
a. NAME (Last, First, Middle Initial)		b. RANK/GRADE	c. SSN	d. AGENCY	
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:					
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS (Enter quantity estimate)					
(1) POUNDS	(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) (Enter "NONE" if not applicable)		(3) EXPENSIVE AND VALUABLE ITEMS (Number of cartons)		
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)					
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT	(5) TYPE EXPANDO (Describe)	
c. MOBILE HOME SERVICES REQUESTED (X as applicable)					
<input type="checkbox"/> CONTENTS PACKED <input type="checkbox"/> MOBILE HOME BLOCKED <input type="checkbox"/> MOBILE HOME UNBLOCKED <input type="checkbox"/> STORED AT ORIGIN <input type="checkbox"/> STORED AT DESTINATION					
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:					
a. TYPE ORDERS (X one)		b. ISSUED BY		c. NEW DUTY ASSIGNMENT	
<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY					
d. DATE OF ORDERS (YYYYMMDD)	e. ORDERS NUMBER		f. PARAGRAPH NO.	g. IN TRANSIT TELEPHONE NO. (Include Area Code)	
h. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code)					
9. PICKUP (ORIGIN) INFORMATION			10. DESTINATION INFORMATION		
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) (If a mobile home park, include mobile home court name)			a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) (If a mobile home park, include mobile home court name)		
b. TELEPHONE NUMBER (Include Area Code)			b. AGENT DESIGNATED TO RECEIVE PROPERTY		
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)			12. SCHEDULED DATE FOR (YYYYMMDD)		
			a. PACK	b. PICKUP	c. DELIVERY
13. REMARKS					
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")					
a. FROM		b. TO		c. NET POUNDS (Actual or estimated)	d. POUNDS OF PBP&E (Actual or estimated)
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.					
a. SIGNATURE OF MEMBER/EMPLOYEE		b. DATE SIGNED	c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code)		
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)					
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.					
a. REASON FOR NONAVAILABILITY OF SIGNATURE			b. CERTIFIED BY (Signature)		
			c. TITLE		

DD FORM 1299, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE

WHS/DIOR, Oct 98

Figure 401-2. DD Form 1299, Application for Shipment and/or Storage of Personal Property.

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406, 5 USC 5726; and E.O. 9397.

PRINCIPAL PURPOSE(S): Primarily used for evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the member in case goods to be shipped exceed Government entitlement limits.

ROUTINE USE(S): DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.

CERTIFICATION OF SHIPMENT RESPONSIBILITIES

In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:

1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.

2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.

3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.

4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.

5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.

6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.

7. Professional books, papers and equipment are or were necessary in the performance of official duties.

CONDITION FOR STORAGE

In consideration of said household goods being stored at Government expense, I hereby agree as follows:

1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.

2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect.

3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.

4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage.

5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the

household goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.

6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.

7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized.

8. Government contracts for the storage of household goods limit the liability of the warehouseperson to \$50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.

DD FORM 1299 (BACK), SEP 1998

Figure 401-2 (Cont'). DD Form 1299, Application for Shipment and/or Storage of Personal Property (Reverse).

UNITED KINGDOM (UK) CUSTOMS DECLARATION FOR THE IMPORTATION OF PERSONAL EFFECTS OF U.S. FORCES/CIVILIAN PERSONNEL ON DUTY IN THE UK		
1. MEMBER		2. DATE PREPARED (YYYYMMDD)
a. TYPED OR PRINTED NAME (Last, First, Middle Initial)	b. RANK OR GRADE	
3. ORIGIN TRANSPORTATION OFFICE		4. UK DUTY STATION AND ORGANIZATION
5. DECLARATIONS Before completing this form, review PPCIG, Vol. II, General Instructions, United Kingdom and the listing of prohibited and restricted items on the reverse of this form. (X the appropriate boxes below.)		
WARNING: Severe penalties can be imposed for false declarations.		
a. THIS IS A: <input type="checkbox"/> HOUSEHOLD GOODS SHIPMENT <input type="checkbox"/> UNACCOMPANIED BAGGAGE SHIPMENT		
b. DOES THIS SHIPMENT CONTAIN WEAPONS OF ANY KIND? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DETAIL ALL WEAPONS HERE.		
c. DOES THIS SHIPMENT CONTAIN ANY ITEMS THAT FALL WITHIN THE LIST OF RESTRICTED ITEMS (Listed on back)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DETAILS HERE.		
d. X THIS BOX IF THIS SHIPMENT CONTAINS A MOTORCYCLE/MOPED		
e. I, the undersigned, ordered to duty in the United Kingdom in service of U.S. Forces, hereby declare that the goods imported into the UK are my personal property and are for myself and my family only. In consideration of the fact that the goods are being accorded admission free of customs charges, I agree not to dispose of them to non-members of the U.S. Forces while I remain in the United Kingdom. I have been fully briefed on the completion of DD Form 1434 and have read the notes on the reverse of this form. The declarations made by me are to the best of my knowledge true and correct.		
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK OR GRADE	(3) SIGNATURE

DD FORM 1434, AUG 1998 (EG)

PREVIOUS EDITION IS OBSOLETE

Designed using Perform Pro, WHS/DIOR, Aug 98

Figure 401-3. DD Form 1434, UK Customs Declaration for the Importation of Personal Effects of U.S. Forces/Civilian Personnel on Duty in the UK.

PROHIBITED ITEMS:

These items cannot be shipped into the UK. Do not include these items in your shipment.

- a. Controlled Drugs - includes opium, heroin, morphine, cocaine, cannabis, amphetamines, and lysergic acid (LSD).
- b. Weapons - Licenses are not obtainable for these weapons in the UK (see PPCIG, Vol. II, General Instructions - United Kingdom for permitted firearms). All prohibited weapons are seized and destroyed by Her Majesty's Customs and Excise (HMCE) officials. Prohibited weapons include:
 - (1) Mace and tear gas.
 - (2) Flick (switchblade) knives, butterfly knives, sword sticks, knuckle dusters, telescopic truncheons and some types of martial arts equipment.
 - (3) All handguns (pistols/revolvers). NOTE: Possession of handguns is an offense punishable by a lengthy prison sentence.
 - (4) Burst fire weapons (includes fully automatic firearms).
 - (5) Self-loading (includes semi-automatic firearms).
 - (6) Pump action rifles (except those chambered for .22 RIM fire ammunition).
 - (7) Repeating shotguns with a barrel less than 24 inches or overall length less than 40 inches (combat type shotguns).
 - (8) Any firearm disguised as another object (e.g., walking stick or umbrella shotguns, air canes, pen pistols, and belt buckle pistols).
 - (9) Stun guns.
- c. Ammunition and explosives; includes fireworks.
- d. Meat, poultry, and animal products (whether cooked or not), including ham, bacon, sausage pate, eggs and milk.
- e. Plants, parts thereof, and plant produce including trees and shrubs, potatoes, and certain other vegetables, fruit, bulbs, and seeds.
- f. Counterfeit coins and bank notes.
- g. Sexually explicit material - for material to be considered sexually explicit and within the prohibition it must clearly show sex acts taking place (i.e., penetration or oral contact with the genitals must be clearly shown). Simulated scenes where the point of penetration etc. is not in camera view are not considered obscene. In more unusual areas, such as bondage or sado-masochism, key factor would be tying up in unnatural positions, the use of gags, and the depiction of violence in a sexual context (e.g., graphic torture and rape). The restriction applies to all mediums (videotapes, magazines, cinematographic films, computer disk, CD ROM, laser disk, etc.).

h. Material depicting violence - This must be visually explicit to bring it within the prohibition. Shipments containing articles portraying excessive violence against humans and animals such as scenes of decapitation, excision of limbs, gouging of eyes, cannibalism, garroting, torture, and dog fighting may not be imported. In general terms, scenes of mutilation are considered to fall within the prohibition. In particular, graphic scenes of violence against women also fall within the scope. Comparisons should not be made with scenes shown at the movie theater. The criteria applied to films for presentation in movie theaters is not as strict as for video material where access by children cannot be effectively controlled. The restriction applies to all mediums (video tapes, magazines, cinematographic films, computer disk, CD ROM, laser disk, etc.).

- i. Radio transmitters.

RESTRICTED ITEMS:

These items should not be shipped without consulting the appropriate UK agency listed in the PPCIG General Instruction pages, or HQ 3AF/LGTT for further details.

- a. All firearms not listed in the prohibited category (see PPCIG, Vol. II, General Instructions, United Kingdom).
 - b. Gas pistols, BB pistols, and similar weapons.
 - c. Wood with bark attached.
 - d. Most animal and bird articles derived from rare species whether alive or dead (stuffed), including fur skins, ivory, reptile leather, and goods made from them.
 - e. Wildlife trophies - (deer antlers, moose racks, elk horns, etc.). Prior to shipment of these items in the restricted category personnel should contact the Department of Environment, Wildlife Conservation, Licensing Section, Tollgate House, Houlton Street, Bristol BS2 9DJ, United Kingdom, for permission to import these items. Failure to do so could delay clearance of the shipment on arrival. (NOTE: the term stuffed animals in the UK means wildlife trophies. Ensure the carrier annotates stuffed toys on the inventory as stuffed toys instead of stuffed animals to avoid shipment being delayed while UK customs inspect the items).
- To obtain further information on prohibited or restricted items, please write HMCE, Alexandra Dock, Kings Lynn, Norfolk PE30 2ET, United Kingdom, or fax 011-44-1553-767140.

DD FORM 1434 (BACK), AUG 1998

Figure 401-3. DD Form 1434, UK Customs Declaration for the Importation of Personal Effects of U.S. Forces/Civilian Personal on Duty in the UK (Back).

US CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS		WARNING: Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.		CUSTOMS DECLARATION NUMBER	
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
AUTHORITY: PRINCIPAL PURPOSE:		19 U.S.C. 1498 To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner customs declaration for type of shipment and reason for shipment. Section B - Military Customs Inspector certifies that property has been inspected/examined and provides customs Inspector's stamp.			
ROUTINE USES:		(1) Use of your Social Security Number is proof of identification that person processing through Customs is not an impostor and also assists in criminal prosecution if contraband or undeclared articles for which Customs fees are due, are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required.			
DISCLOSURE:		DISCLOSURE OF YOUR SSN IS VOLUNTARY. HOWEVER, FAILURE TO PROVIDE YOUR SSN AND OTHER REQUESTED PERSONAL INFORMATION MAY CAUSE DELAY IN PROCESSING THROUGH CUSTOMS, PENDING POSITIVE IDENTIFICATION.			
PART 1 - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES					
TO: (Overseas POE/POE)			FROM: (Military customs inspector)		
SECTION A - OWNER'S CUSTOMS DECLARATION					
LAST NAME - FIRST NAME - MIDDLE INITIAL (Printer type)			GRADE		SOCIAL SECURITY NUMBER
UNIT ADDRESS (Include APO number)			ADDRESS IN US (Include ZIP Code)		
1. DECLARATION FOR: (Indicate by check of appropriate item) (Attach copy of orders) <input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> PRIVATELY OWNED VEHICLE					
2. I DECLARE THAT: (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) In excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below (with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry) or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items is to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for members of my family; (6) Total quantities of alcohol beverages and cigars included in this and other sets of customs declaration forms: Alcohol beverages (State number) _____ Cigars (State number) _____; and (7) I have been serving overseas under competent US Government orders and was: (Check appropriate item below)					
a. Assigned to permanent duty overseas					
b. Required to perform temporary duty overseas for 140 days or more					
c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more					
d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders					
e. Directed to evacuate myself, family, or personal property to the United States					
f. Directed to ship personal property in advance of the issuance of travel orders					
THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATIONS 5030.49R AND OVERSEAS INSTRUCTIONS					
DATE			SIGNATURE OF OWNER		
SECTION B - MILITARY CUSTOMS INSPECTOR'S CERTIFICATE					
I CERTIFY THAT: (1) I have <input type="checkbox"/> inspected <input type="checkbox"/> examined the personal property in (State number) _____ outer container(s) or vehicle covered by this certificate and have read the above statements which, to the best of my knowledge and belief, are true; (2) No unauthorized Government property is contained in the shipment; (3) Regulations relative to quantities, disinfection, keys, labeling, or tagging, and certificates have been complied with; and (4) The property in the shipment is being forwarded to the United States pursuant to competent US Government orders which I have examined and the correct item namely a, b, c, d, e, or f is checked above. Serial numbers of seal(s) (Give number) _____ affixed to container(s).					
MILITARY CUSTOMS INSPECTOR'S STAMP			LAST NAME - FIRST NAME - MIDDLE INITIAL		GRADE
SIGNATURE OF MILITARY CUSTOMS INSPECTOR			DATE		
REMARKS (Indicate (a) Reason for absence of owner's signature if not shown. (b) Kind, quantity and disposition of article's withdrawn from shipment. (c) Prohibited, restricted or apparently dutiable articles remaining in shipment and location (container number); ALSO, draw a diagonal line across face of form.)			THIS COLUMN IS FOR USE OF US CUSTOMS OFFICERS ONLY		
SECTION C - OVERSEAS PORT SHIPMENT DATA					
NAME OF OWNER					VOICE OR RUFG NO

DD Form 1252, APR 77 (EG)

REPLACES DD FORM 1252, 1 OCT 72, AND DD FORM 1252 (PAS), 26 SEP 75, WHICH ARE OBSOLETE

Designed using Performance, WFO/OCR, Sep 94

Figure 401-4. DD Form 1252, U.S. Customs Declaration for Personal Property Shipments.

US CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS		WARNING: Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.		CUSTOMS DECLARATION (For Issuing Office Use)		
DATA REQUIRED BY THE PRIVACY ACT OF 1974						
AUTHORITY: 19 U.S.C. 1498.						
PRINCIPAL PURPOSE: To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A Owner customs declaration for type of shipment and reason for shipment. Section B - Military Customs Inspector certifies that property has been inspected/examined and provides Customs Inspector's stamp.						
ROUTINE USES: (1) Use of your Social Security Number is proof of identification that person processing through Customs is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which Customs fees are due, are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required.						
DISCLOSED: DISCLOSURE OF YOUR SSN IS VOLUNTARY. HOWEVER, FAILURE TO PROVIDE YOUR SSN AND OTHER REQUESTED PERSONAL INFORMATION MAY CAUSE DELAY IN PROCESSING THROUGH CUSTOMS, PENDING POSITIVE IDENTIFICATION.						
PART II - FIREARMS AND AMMUNITION						
TO: (Overseas POE/APOE)			FROM: (Military customs inspector)			
SECTION D - OWNERS CUSTOMS DECLARATION (Attach copy of orders)						
LAST NAME - FIRST NAME - MIDDLE NAME (Printer type)			OFFICE		SOCIAL SECURITY NUMBER	
UNIT ADDRESS OVERSEAS (Include APO number)			ADDRESS IN UNITED STATES (Include ZIP Code)			
<p>1. I DECLARE THAT: (1) All items in this shipment to the United States consist only of privately owned firearms and ammunition for my personal use. (2) The shipment contains (a) No surplus military firearm except as indicated in 2 below (b) No prohibited firearm (c) The firearms are generally recognized as particularly suitable for sporting purposes as determined by the Department of Treasury or as indicated in 2 below. I <input type="checkbox"/> have <input type="checkbox"/> have not been serving overseas under US Government orders and am traveling under orders for (or to): (Check appropriate item below)</p> <p>a. TDY or PCS to the United States or enroute to another overseas duty station</p> <p>b. PCS to the United States from Overseas</p> <p>c. PCS from overseas to a restricted overseas area where firearms are prohibited and personal property is being returned to the US</p> <p>d. PCS to the US from a permanent duty station abroad to a permanent duty station in the United States or for release from active duty (separation or retirement)</p> <p>e. PCS from a combat area or a combat zone to the United States</p> <p>f. TDY to the United States from overseas</p> <p>g. TDY or PCS to the United States from overseas</p>						
COMPLETE APPROPRIATE CERTIFICATE OR DECLARATION BELOW						
2. DECLARATION CONCERNING IMPORTATION OF FIREARMS OR AMMUNITION PREVIOUSLY TAKEN OUT OF THE UNITED STATES						
Under penalty of perjury I hereby declare that my present address is _____						
and that I departed from the United States (including possessions thereof) at _____ (Place of exit)						
on or about _____ (Date) and took with me as part of my personal property, the firearm(s) and ammunition which I previously possessed in the United States. Indicate as code "A" in description below.						
3. CERTIFICATION UNDER REVENUE RULING 69-302, Applicable for Rifles/Shotguns/Ammunition when qualified. See provisions on reverse.)						
Under the penalties of perjury I hereby declare that I row am or have been on active duty outside the United States within 60 days immediately preceding this importation; that I am returning to the United States from a permanent overseas duty station; that the transportation to and the receipt and possession by me at my place of residence or new permanent duty station located at _____ (City) _____ (State)						
of the firearm(s) and/or ammunition described on the attached ATF Form 6A (Firearms) would not constitute any violation of Title I, State Firearms Control Assistance (U.S.C., Title 18, Chapter 44), or Title VII, Unlawful Possession or Receipt of Firearms (82 Stat. 236) of the Omnibus Crime Control and Safe Streets Act of 1968 (82 Stat. 197) or Section 414 of the Mutual Security Act of 1954 (78 Stat. 848) or any applicable state law or published ordinance. (A Release and Receipt of Imported Firearms (ATF Form 6A (Firearms)) will be attached). Indicate as code "B" in description below.						
4. FIREARMS OR AMMUNITION ACQUIRED DIRECTLY FROM A LICENSED US FIREARMS DEALER OR THROUGH AN AUTHORIZED RIFLE AND GUN CLUB OR THROUGH MILITARY EXCHANGE SERVICES SPECIFICALLY FOR THE MEMBER. Indicate as code "C" in description below. Evidence of such acquisitions will be attached.						
5. FIREARMS OR AMMUNITION ACQUIRED OVERSEAS OTHER THAN AS INDICATED IN 3 OR 4 ABOVE. An approved Import Permit (ATF Form 6) (Firearms) Part II and Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) should be attached if available. If not, indicate as code "D" in description below.						
6. DESCRIPTION OF FIREARMS OR AMMUNITION (List additional firearms/ammunition in Remarks, on reverse)						
FIREARMS						
ITEM	CODE	MANUFACTURER	COUNTRY OF MANUFACTURE	CALIBER OR GUAGE	MODEL	SERIAL NUMBER
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
(7)						
AMMUNITION						
ITEM	CODE	TYPE	QUANTITY	CALIBER		
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 500.49R AND OVERSEAS INSTRUCTIONS						
SIGNATURE OF OWNER					DATE	

DD Form 1252-1, APR 77 (EG)

REPLACES DD FORM 1252-1, 1 OCT 72 AND DD FORM 1252-1 (FWS), 28 SEP 75, WHICH ARE OBSOLETE

Distribution Statement: WHTDC, Sep 84

Figure 401-5. DD Form 1252-1, U.S. Customs Declaration for Personal Property
401-25

CHAPTER 402

HOUSEHOLD GOODS AND UNACCOMPANIED BAGGAGE

A. PURPOSE

This chapter provides guidance and establishes procedures for the worldwide shipment of HHG and UB.

B. CARRIER PARTICIPATION IN DOD THROUGH GOVERNMENT BILL OF LADING (TGBL) TRAFFIC

1. To participate in TGBL HHG or UB traffic, the carrier shall meet, or exceed, all requirements of the tender of service in Appendix AZ, the "How to Do Business in the Department of Defense Personal Property Program" pamphlet, MTMC Pam 55-4, and the appropriate rate solicitation.

2. Carriers interested in participating in the DOD Personal Property Program should contact: HQ MTMC, 5611 Columbia Pike, Falls Church, VA 22041-5050 (ATTN: MTOP-JFR).

C. EQUAL OPPORTUNITY TO COMPETE

All carriers qualified to participate in the movement of DOD-sponsored personal property shipments shall be given an equal opportunity to compete. The extent a qualified carrier will participate in DOD traffic shall depend on the following:

- a. The geographic areas served by the carrier.
- b. The capability of the carrier's agent's facilities and equipment.
- c. The carrier's ability to meet the member's requirements.
- d. The quality of the carrier's performance on previous shipments.

D. TRANSPORTATION OFFICER (TO) ACTIONS

1. Areas of Operation.

a. The TO shall establish and announce areas of operation within their installation's area of responsibility (AOR).

b. Shipments shall be offered only to those carriers qualified to serve that AOR; however, carriers may use approved agents outside the TO's AOR when it is in the best interest of the member and the government.

2. Establishment of Required Delivery Dates (RDDs).

a. During the counseling session, the TO shall determine the member's requirements and assist the member in establishing a realistic RDD. Saturdays, Sundays, and holidays are counted as part of the transit time.

b. When assigning a transit time less than published, the TO must advise the origin agent of this at the time of booking and offer the agent the opportunity to accept or refuse the shipment. In order to support this action, the counselor shall annotate/flag the origin shipping file to indicate shipment RDD is less than minimum. The Traffic Distribution Record (TDR) booking clerk will annotate the TDR accordingly. A carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement. Member requesting a transit time, less than the minimum standard, should provide rationale for a lesser transit time prior to booking.

c. If, after establishment of the RDD and before the pickup of the shipment, the carrier or TO learns the member's needs have changed, the TO, with the approval of both the member and the carrier, may establish a new RDD. If the carrier cannot, or will not, accept the revised RDD, the TO may reallocate the shipment to another carrier or method.

d. For shipments moving as Deferred Air Freight Code T (TP-4), the RDD shall be constructed based on the surface transit time for Code 4.

E. SELECTION OF METHOD AND MODE OF SHIPMENT

When the method and mode of shipment have been determined, the shipment shall be tendered in accordance with the Total Quality Assurance Program (TQAP). When the PPCIG determines a shipment should move by DPM, or DPM is only method available to satisfy member, the provisions of Chapter 404 will apply. When the TO determines that movement by air is necessary to meet the member's requirements, the following will apply:

1. Army-Sponsored Shipments. For Army-sponsored air shipments, the provisions of AR 55-71, Transportation of Personal Property and Related Services, shall apply.

2. Air Force-Sponsored Shipments. TO shall comply with Air Force Policy Directive (AFPD) 24-5, titled, Transporting and Storing Personal Property. All requests for TP-2 airlift to/from other than hard-lift areas will be routed through the applicable Major Command to JPPSO-SAT FT SAM HOUSTON TX/DIR. MILSTAMP advance Transportation Control and Movement Document (TCMD) clearance documents to the shipper service control office (SSCO) or overseas area clearance authority (ACA) for TP-2 shipments, to and from other than hard-lift areas, must include a TH9 trailer card identifying the airlift approval authority (i.e., JPPSO-SAT/DIR 123456Z Jan 89).

3. Navy-Sponsored Shipments. For Navy-sponsored air shipments, the provisions of NAVSUP Pub 490 shall apply. All requests for TP-2 airlift to/from other than hard-lift areas will be routed through NAVSUP HHG DIV.

4. Marine Corps-Sponsored Shipments. For Marine Corps-sponsored air shipments, the Marine Corps policy concerning air shipments of household goods and unaccompanied baggage is contained in the Marine Corps Transportation Manual, MCO P4600.39, Para 3204.

5. Coast Guard-Sponsored Shipments. Coast Guard policy concerning air shipments of household goods and unaccompanied baggage contained in the Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6, para 2001 and 2003.

F. SHIPMENT OF UNACCOMPANIED BAGGAGE BY MAIL OR SMALL PACKAGE SERVICE

1. The TO is authorized to ship UB by parcel post, air mail, military official mail, surface mail, or small package service. Shipment shall be made only when it is the cost-effective method consistent with the member's requirements. Baggage must meet the specifications of the U.S. Postal Service or small package carrier.

2. The TO shall maintain records of UB shipments using DD Form 1299. One copy of the DD Form 1299 shall be provided to the member at origin. The cost of insurance will not be paid by the government. A second copy of the DD Form 1299, annotated to show the number of pieces, weight, and date shipped, together with a copy of the member's orders, shall be forwarded to the destination TO.

3. The use of the DD Form 1299 is required. It is important that the member be provided a copy as a receipt for property shipped. A copy of the member's orders shall be placed inside each piece of UB shipped.

G. RECEIPT FOR UNACCOMPANIED BAGGAGE (UB)

When a member delivers UB to the TO for shipment, the TO may prepare a DD Form 1796, Receipt of Unaccompanied Baggage (Figure 402-1), (using original plus one copy). TOs will provide the member with the original DD Form 1796 and the copy will be retained by the origin TO. Local reproduction of DD Form 1796 is authorized.

H. RETROGRADE PERSONAL PROPERTY WITHOUT FINAL CONUS DESTINATION

1. When the member cannot provide a final CONUS destination for a shipment, the TO shall annotate the DD Form 1299, Block 10: "Hold for Further Disposition Instructions," on shipment markings and documentation. These shipments may be moved in government-owned containers and consigned to storage utilizing the most cost effective method.

2. The origin TO shall annotate the member's permanent contact address on the advance shipping documents provided to the applicable TO responsible for the storage location. The member shall be directed to provide the final destination address directly to the applicable TO, once the final destination has been established.

I. PORT SELECTION FOR CODE 5 SHIPMENTS

Code 5 shipments do not require export traffic releases (ETRs); shipments will be handled as prescribed by MILSTAMP (DOD 4500.32-R), Chapter 2. Shipments will be routed to military terminals designated by MILSTAMP, Appendices H and I.

J. INTERNATIONAL THROUGH GOVERNMENT BILL OF LADING (ITGBL) SHIPMENTS ENTERING THE DEFENSE TRANSPORTATION SYSTEM (DTS)

1. The TO will assign a TCN to each ITGBL personal property shipment entering the DTS.
2. A TCMD will be prepared for all ITGBL Code 5/T household good shipments in accordance with DOD 4500.32-R. A TCMD will not be prepared for Code J unaccompanied baggage shipments.
3. After the TCMD is assembled, the TO will offer the shipment for clearance. A clearance is required on all Code 5/T shipments. A clearance is not required on Code J shipments. The TO clears a personal property shipment by sending advance TCMD data to appropriate clearance authority. The TO may estimate the pieces, weight, and cube on the advance TCMD submitted to the responsible SSCO or clearance authority in situations when obtaining actual data would delay transmission of TCMD data beyond the specified clearance time frame. A good gross weight estimate can be obtained by adding 40 percent to the estimated weight. Cubic measurement can be obtained by multiplying .015 (lbs) times the gross estimated weight. TOs will not delay providing the carriers with a PPGBL pending receipt of the actual or estimated pieces, weight, and cubic data. All PPGBLs will be submitted to the carriers before the agreed time of pickup.
4. Personal property shipments are considered cleared if the clearance authority has not challenged them by the hour/day entered in the advance TCMD date shipped field. The only exception is for shipments by TP-4. For shipments moving by TP-4, the shipper will submit the advance TCMD data to the ACA as for any other shipment. Unlike other air shipments, a TP-4 shipment will not be released to an ITGBL carrier until specifically approved by the ACA.
5. The TO shall provide the origin carrier with three copies of the TCMD. The carrier shall be instructed to:
 - a. Insert the actual pieces, weight, and cube of the shipment on the TCMD.
 - b. Place one copy, together with a copy of DD Form 1299 and a copy of the member's orders, in the waterproof pouch on the Number 1 container of the shipment.

c. Surrender one copy to the military ocean or air terminal at the time of delivery. This copy is not required at CONUS Air Mobility Command (AMC) air terminals for CONUS outbound shipments that have been cleared by the appropriate SSCO.

d. Retain one copy for the carrier's files.

K. CARRIER RESPONSIBILITIES AFTER APPROVAL BY HEADQUARTERS, MTMC

1. Submission of Letter of Intent (LOI). A carrier approved by HQ MTMC shall submit a LOI, containing pertinent information prescribed in Appendix AY, to the TO of each activity where participation in DOD traffic is desired. After initial acceptance of a valid LOI by the TO, the LOI will remain on file until replaced with another LOI or invalidated by the TO. The TO shall require a replacement LOI only when information provided by the carrier on the LOI has changed.

a. CONUS. The carrier's LOI, when applicable, shall identify enclosures as: Enclosure 1, Map Reflecting Domestic Operating Authority; Enclosure 2, The Name(s) of Interlining Carriers Used Within CONUS or Areas Served by Use of Such Carriers Through Joint Carriage Arrangements. The carrier, by submission of an LOI filed at TOs within CONUS, certifies that an agency agreement is in effect between the carrier and the agents listed therein. A valid LOI shall be filed with and accepted by the TO, before rates can be filed with HQ MTMC.

b. Overseas. When requested by the TO, a carrier filing an LOI in a controlled country shall submit a Certificate of Agency Agreement signed by an authorized representative of their company and the overseas agent. A valid LOI shall be filed with the TO not later than the initial filing deadline specified in the applicable ITGBL traffic management and rate procedures. Prior to filing rates, a carrier must have a valid LOI on file at each TO within the rate area for which rates are filed. LOIs filed at installations that cover more than one rate area must indicate whether the service will be for "all" of the TO's area or specifically indicate which area to be served. The LOI must have been accepted by the initial filing date of that particular cycle. LOIs filed at installations that service more than one rate area do not require coverage of all rate areas within the TO's AOR. For example, a carrier wanting to serve US88 (California-South) must also file an LOI at MCAS, Yuma AZ, to cover Winterhaven CA. However, the LOI at Yuma does not have to cover Arizona if the carrier doesn't wish to serve US79 (Arizona).

2. Verification of LOI (CONUS/Overseas). The LOI must have been accepted and retained on file by the initial filing deadline date of that particular cycle. At the time of LOI verification, TOs will take the following action if the carrier does not have an LOI on file:

a. Deny that carrier traffic.

b. Advise the carrier's home office that there is no record of an accepted LOI, and inform the carrier it has 7 calendar days to provide proof of an accepted LOI. Carrier's response must include date LOI was submitted, date accepted and by whom, and the name of local agent.

c. Notify MTPP-HR by message or fax if the carrier cannot prove within the 7-day time frame that it has a valid LOI on file.

3. Withdrawal of LOI. If an international LOI is withdrawn, the TO shall immediately notify HQ MTMC (MTPP-HQ) and/or overseas component by message if a carrier withdraws a previously accepted LOI. The notification shall include the names of the carriers and agents involved and the reasons for the action. Shipments in possession of carriers that have lost their LOI will be pulled back by the TO unless the TO determines shipment(s) in the pipeline can be delivered. Shipments that have not been picked up will be pulled back and rebooked with another carrier.

4. Multiple Agents Listed in the LOI. A carrier's LOI may list as many local agents as the carrier desires. In the interest of maintaining good relations as well as providing sufficient SIT capability, the RSMO (PPSO OCONUS, except Alaska and Hawaii) will inspect the facilities of all agents listed on the LOI. A carrier with multiple agents will designate separate agents for booking purposes and as a single point of contact for domestic HHG and UB or the carrier may designate a single agent for all codes of service. When more than one agent is listed in the LOI, the carrier will indicate a specific agent to serve as a booking agent and for contact purposes. When the corporate structure of a carrier prohibits the designation of a specific agent for contact purposes, the TO will consider the first agent listed thereon as the booking and contact agent.

5. General Agents. Carriers having more than one agent serving an overseas TO in a rate area may use a general agent as a booking agent.

6. Carrier or Agent Facilities Requirements.

a. A carrier desiring to participate in TGBL/ITGBL HHG and UB traffic shall have satisfactory agency facilities. A minimum of 2,000 cubic feet of storage space must be available for TGBL traffic. For ITGBL traffic, 2,000 cubic feet of storage space is required for each carrier represented up to a minimum of 8,000 cubic feet for four or more carriers. This space shall be exclusive of working space, fire aisles, overhead clearances, or access ways. If the carrier's agent also participates in agreements with other DOD-approved carriers, the minimum 2,000 cubic feet of space available for DOD storage shall be required for each DOD-approved carrier represented by the agent. Door access shall be adequate to handle safely the largest containers of any or all DOD-approved carriers represented.

b. Office facilities shall accommodate the minimum personnel force required and shall include sufficient private business telephone lines to properly service all DOD-approved carriers represented by the agent. A minimum of two private business telephones is required when an agent represents two or more DOD carriers.

7. Carrier or Agent Equipment Requirements. The carrier or the carrier's agent shall maintain sufficient and suitable vehicular equipment available for local use in the pickup and delivery of DOD personal property shipments. Vehicular equipment may be either closed, weather-tight vans for loose stowed personal property or open flat-type equipment for

containerized shipments. The vehicles may be owned by the carrier or agent or leased under a long-term agreement. Closed weather-tight vans shall have a minimum of 1,000 cubic-foot capacity. Open vehicles shall have a minimum bed length of 16 feet. Two or more smaller vehicles that together equal the preceding requirements are acceptable. For every two pieces of non-self propelled-equipment, a minimum of one tractor is required.

a. A minimum of two vehicles is required for the first domestic TGBL DOD-approved carrier represented. A minimum of three vehicles will enable the agent to represent the maximum allowable number of domestic TGBL carriers.

b. One additional vehicle is required for every two ITGBL carriers represented by the agent. However, after the requirements are met for the first four ITGBL carriers additional vehicles are not required.

c. Those agents of DOD-approved carriers offering containerized service shall maintain at least one mobile lifting device (such as a forklift) capable of handling a minimum of 4,000 pounds at 24-inch center.

8. Carrier or Agent Personnel Requirements. A minimum personnel force shall be maintained as follows:

a. Packer/Warehouseman/Driver. A minimum of two qualified personnel must be maintained on a regular basis for the first carrier represented. To represent 2-4 carriers, the agent must maintain 3 qualified personnel. To represent more than four carriers, additional personnel requirements will be based upon the agent's ability to provide responsive service. It is the responsibility of the carrier and agent to determine what is necessary to provide responsive, quality service. Agents are subject to performance action if the TO determines them to be nonresponsive in providing service.

b. Administrative Personnel. The carrier's office or the carrier's agency office shall be staffed at all times during normal working hours with personnel authorized to book shipments and arrange for the provision of services. One employee with such authority is required for one to three DOD-approved carriers represented. One additional employee with such authority is required when more than three DOD-approved carriers are represented.

c. English-Speaking and Writing Employee. All carriers or their agents shall have an English-speaking and writing employee available at the member's residence all times during the packing or unpacking of shipments. The agent shall also have a full-time English-speaking and writing employee reasonably available during normal working hours at the administrative office of the agent.

9. Multiple Use of Agent's Facilities.

a. The facilities provided by an agent for use by one or more DOD-approved carriers shall be separate and independent of the facilities of any other agent. When more than one agent

occupies the same warehouse facility, there will be a separation by solid wall of permanent-type construction.

b. An agent will not be permitted to subdivide a facility into additional agencies in order to circumvent the limitations on carrier representation indicated above. All agencies shall be separately organized by incorporation or other legal instrumentality, and there will be no combining of equipment, personnel, or facilities. Once an agent's facility has been inspected and accepted by the TO, no portion of that facility will qualify as a new agency for additional carriers unless specifically approved by the appropriate MTMC component. Agents may appeal a MTMC component decision to HQ MTMC for resolution.

L. TO ACTIONS UPON RECEIPT OF THE LETTER OF INTENT (LOI)

1. Acknowledging Receipt of the LOI. LOI will be submitted to TO. If submitted by registered or certified mail the PS Form 3811 will serve as notification of receipt of the LOI. If hand-delivered, the LOI will be submitted in duplicate with one copy being stamped and returned to the carrier. If submitted by facsimile, TO will date and sign LOI upon receipt and return facsimile the signed copy. Acknowledgment of receipt does not indicate acceptance of the LOI.

2. Acceptance or Rejection of the LOI. Within 30 calendar days of receipt, TO shall determine whether or not the carrier has met all requirements and shall advise the carrier, in writing, of LOI's acceptance or reason for rejection.

M. CARRIER'S APPEAL UPON REJECTION OF THE LETTER OF INTENT (LOI)

A carrier notified that the LOI was rejected has the right to appeal the decision or request further consideration after correcting deficiencies. The TO shall make every effort to resolve these appeals at the local level. Appeals that cannot be resolved by the TO shall be referred to the appropriate MTMC component or designated representative. If the appeal cannot be resolved at that level, the file shall be referred to HQ MTMC for resolution. In all such cases, the decision of HQ MTMC shall be final.

N. INSPECTION OF A CARRIER'S FACILITIES AND EQUIPMENT

1. Previously-Approved Facilities. The reinspection of a carrier's facilities and equipment, for the purpose of accepting a new LOI, is optional if they have previously been inspected and approved by the Regional Storage Management Office (RSMO). However, the LOI shall be accepted or rejected within 30 calendar days of receipt.

2. Initial Approval of Facilities. The RSMO shall inspect and approve or disapprove the facility. Should the agent's facility not be adequate to support services offered, the RSMO shall return the carrier's LOI and advise HQ MTMC of the reasons. Only warehouses that meet the standards described in Appendix BB, Preaward Survey Guidelines, shall be considered for acceptance. Upon completion of inspection the carrier will be notified in writing whether the facility is approved or disapproved.

3. Overseas. For carrier facilities located outside CONUS (excluding Alaska and Hawaii), the TO shall conduct a preaward inspection of the facilities and equipment using the guidelines outlined in Appendix BB.

4. Periodic Inspections. Carrier's facilities shall be inspected by the RSMO or their representative once every six months following the initial inspection (see Appendices BB and BC). If the facility historical record indicates a total volume of 25 or less shipments annually, and the facility has been awarded a "B" or better, annual inspections may be performed. When deficiencies are reported and action is warranted, the RSMO may place the facility in an ineligible status. The RSMO will inform the TO of any such action taken. The TO will inspect carrier equipment as frequently as necessary, and may inspect storage facilities as deemed appropriate. The TO shall inform the RSMO of any action taken against the carrier involving facilities used for storage. For facilities located OCONUS (excluding Alaska and Hawaii), the TO shall conduct a pre-award inspection of the facilities and equipment using the guidelines outlined in Appendix BE.

5. Adequacy of Carrier Overseas Agency Facilities. HQ MTMC shall grant approval of a carrier's tender of service to an overseas area. The carrier, prior to filing rates, shall submit an LOI, and (when requested) a copy of the agency agreement directly to the appropriate overseas TO in sufficient time for acceptance by the designated LOI filing deadline. If the agent's facility is determined not adequate to support services offered, the TO shall advise HQ MTMC of the reasons therefore.

6. Trip Leasing. The carrier on the GBL will be fully responsible for the shipment (including all loss and damage, claims, but not limited to, any missed pickups and missed required delivery dates). Under this rule, HHG carriers will only be allowed to trip lease with other DOD approved household good carriers. Carriers will not be required to get trip lease approval from MTMC. This will reduce administrative burden on carriers as they will only be required to be a DOD approved household goods carrier. Regulations and rules governing trip leasing as set forth by the Federal Highway Administration and in the 49 CFR part 1057 will apply. Failure to comply with the regulatory requirements will result in nonuse or revocation of their DOD household goods approval by MTMC. Unless a copy of the lease is carried on the equipment, the authorized carrier shall keep a statement with the equipment during the period of the lease certifying that the equipment is being operated by it. The statement shall also specify the name of the owner, the date and length of the lease, any restrictions in the lease relative to the commodities to be transported, and the address at which the original lease is kept by the authorized carrier. This statement shall be prepared by the authorized carrier or its authorized representative.

O. ACTIONS TO BE TAKEN WHEN DEFICIENCIES ARE DISCOVERED IN A FACILITY

1. Upon discovery of deficiencies in warehouse facilities, the agent or contractor shall be encouraged to correct those deficiencies during the inspection. In each instance, the improper storage methods shall be annotated on the DD Form 1812, Warehouse Inspection Report,

(Figure 402-2) and shall be part of the performance record. Depending on the severity of the deficiencies, as determined by the scored elements on the DD Form 1812, the following actions apply:

2. When the inspection reveals the failure to exercise proper security measures such as inadequate locking devices, insecure access points, or structural discrepancies such as broken doors, windows or walls, the RSMO shall immediately place the facility in an ineligible status, and the TO shall place the carriers represented by the agent in a non-use status. The non-use status shall remain in effect until written confirmation is received by the TO and/or RSMO indicating corrective action was taken and a reinspection of the facility has been conducted by the TO and/or RSMO. Generally, violations listed on the DD Form 1812, Part 5a and c would be reasonable cause to immediately place the facility in an ineligible status.

3. If, in the RSMO's opinion, the deficiencies are of a nature that stored DOD shipments may be damaged or contaminated, the RSMO shall immediately place the facility in an ineligible status and the TO shall notify all carriers involved. The carriers shall remove the property to an approved warehouse. The cost of removal shall be at the expense of the carrier and at no expense to the government or the member. Generally, when a facility receives a quality control rating of 17 or more points on the DD Form 1812, the RSMO should immediately place the facility in an ineligible status. Relocation of shipments will be based on the potential and probable loss and/or damage if they were allowed to remain in the facility.

4. If, in the TO's opinion, the deficiencies cannot be corrected immediately but DOD shipments are properly protected, the property shall not be removed to an alternate warehouse facility. The agent, and all carriers represented by that agent, shall be notified of the deficiencies and shall be given 10 days from the date of the inspection to correct those deficiencies or to implement corrective action. If the agent fails to satisfactorily correct the deficiencies within 10 days from the date of inspection, the agent shall be placed in an ineligible status. These actions are generally taken when a facility receives a quality control rating of 9 to 16 points on the DD Form 1812.

5. If the agent is in an ineligible status and all deficiencies are corrected within 30 days from notification, and verified in writing by a follow-up inspection, the carrier shall be restored to the appropriate Tonnage Distribution Records (TDRs). If a deficiency remains incorrect beyond 30 calendar days from the date of notification, all LOIs listing this agent shall be returned, unless there are multiple agents on the LOIs.

P. AGENCY INELIGIBILITY APPEALS

1. It is the agent's right to appeal placement in an ineligible status. The agent's appeal shall be submitted to the office that imposed the ineligibility and shall be postmarked not later than 30 calendar days from the date the ineligibility was imposed. The agent's appeal shall be factual and address the reasons why ineligibility action was not appropriate.

2. When the appeal is accepted, the TO/RSMO shall issue a letter of reinstatement, returning the carrier to TDR. If the appeal is denied, the TO/RSMO shall inform the agent in writing of the reasons for the denial. The agent also shall be informed that a further appeal may be made to the appropriate MTMC component. The TO/RSMO's response to the agent shall be made not later than 30 days from the date the appeal is received.

3. Appeals that cannot be resolved by the appropriate MTMC component shall be forwarded to HQ MTMC, Attn: MTPP, 5611 Columbia Pike, Falls Church VA 22041-5050, who shall resolve the appeal with the cognizant military service headquarters.

Q. CARRIER REPRESENTATION BY AGENTS

For the movement of HHG originating in a state or the District of Columbia and being delivered to another state or the District of Columbia, or being delivered to a overseas destination, the following restrictions apply:

1. Domestic Interstate HHG.

a. A local agent may represent four DOD-approved carriers/forwarders. No more than two may be regulated freight forwarders. If an agent is also a DOD approved carrier and representing themselves, this will not count against the agents quota of representing four carriers (i.e., carrier may represent two freight forwarders, two motor carriers, and himself as another motor carrier—a total of five carriers if including himself). In addition, this does not preclude the agent from requesting exception to the carrier/agent limitation in "b." below.

b. Exceptions to Carrier/Agent Limitations. The appropriate MTMC component may grant an exception to those numerical limitations when such an exception would be consistent with the program's effective management and when the agent meets the additional requirements prior to representation of the fifth carrier. An additional 2,000 cubic feet of warehouse storage space and one additional vehicle are required. Approval of a fifth carrier is subject to the limit of two regulated freight forwarders per paragraph Q.1.a., above.

(1) The agent desiring an exception to the carrier agent limitations shall submit a written request for exception to the responsible TO. The TO shall assess the agent's capability to represent a greater number of carriers. The TO shall provide comments, stating why the agent should be granted the exception or reasons why the exception is not recommended. The TO shall cite the benefit to be realized by the installation, the agent's capability to represent another carrier based upon performance, and the verification of the agent's meeting the additional requirements above. The TO has the authority to approve the fifth carrier. If the TO disapproves the agent's request, guidance in para Q1b(2) applies.

(2) The appropriate MTMC component shall review both the agent's request and the TO's recommendation and decide if an exception is warranted. If the MTMC component approves the exception request, the agent shall be notified, through the TO, by letter. If the exception is disapproved, the entire case and the reasons for disapproval shall be returned through

the TO to the agent. The agent will be afforded an opportunity to provide any additional information in rebuttal to the decision; however, the carrier must do so within 10 days through the MTMC component to HQ MTMC. If, in review of the additional information provided by the agent, HQ MTMC reverses the decision, the agent shall be notified by letter through the MTMC component and TO. HQ MTMC decision is final.

2. Domestic Intrastate HHG. To move HHG originating in a state and being delivered to a point in that same state, an agent may represent only one DOD-approved carrier. When an agent offers intrastate HHG service as a DOD-approved carrier, that agent may not represent any other carrier offering the same service.

3. ITGBL HHG & UB. There are no restrictions pertaining to an agency location within CONUS or overseas. Acceptance of a carrier's agent is contingent upon whether the agent can provide the TO with responsive service. When service provided by an agent is not responsive, the TO, with the concurrence of the appropriate MTMC component, or overseas representative, may place a limit on the number of carriers that an agent may represent. Further, HQ MTMC, with the advice of the MTMC overseas component, shall ensure that the number of carriers represented by any single overseas agent does not exceed the agent's capability.

R. LOSS OF AGENT

1. General. When the TO is notified by an agent that it will no longer represent a carrier, the TO will advise the carrier of loss of agent by registered mail (return receipt requested) or electronic mail, advising that the carrier has 45 calendar days from the date of TO's letter or electronic transmission to obtain representation. If the carrier fails to obtain agent representation at the end of the specified period, the carrier's LOI will become invalid and the carrier will be placed in non-use.

2. Domestic Program. If the carrier fails to respond within 45 calendar days, the TO will invalidate the LOI by: (1) drawing a diagonal line through the LOI, (2) noting the date invalidated, and (3) retaining it in the carrier's file until a new LOI is received and accepted.

3. International Program. If the carrier fails to respond within 45 calendar days, the TO will invalidate the LOI by: (1) drawing a diagonal line through the LOI, (2) noting the date invalidated, and (3) retaining it in the carrier's file until a new LOI is received and accepted. The TO will notify MTMC/MTPP-HQ, by message, with an information copy to the cognizant MTMC component, of the non-use action and will specify which rate area(s) are affected and if it is for HHG and/or UB. MTPP-HQ will then notify all PPSOs in the affected rate areas that the carrier has been placed in non-use. HQ MTMC will place the carrier in non-use as outlined below:

a. Loss of CONUS Agent. Carrier is placed in non-use outbound from the rate area affected.

b. Loss of Overseas Agent. The non-use shall be for all traffic to and from the affected AOR immediately except where carriers have separate destination agents. In those cases, the non-use shall be for origin or destination traffic only. The TO shall advise MTPP that the carrier has separate origin or destination agent capability at the overseas installation.

S. TRAFFIC DISTRIBUTION

1. Traffic Distribution Records (TDRs) are established to provide a means of recording shipment transactions in accordance with requirements for MTMC carrier programs. Separate TDRs are maintained for Intrastate, Interstate, and International programs (traffic for volume move will be recorded within the appropriate program).

2. Transactions. Symbols are used to code specific transactions on the TDR. Specifically:

OP = Member Preference - Member not willing to pay for higher rate/carrier
OR = Member Preference - Member willing to pay for higher rate/carrier
RR = Regular Refusal - Charge tonnage
RC = Refusal for Cause - No tonnage
NT = Refusal because out of NTS - Charge tonnage
PB = Pullback from selected carrier - Charge tonnage
TB = Turned back from selected carrier - Charge tonnage
AZ = Short Notice - Shipment awarded less than 7 calendar days - No tonnage
TC = No charge
TN = Charge
PG = No charge
PP = Charge
DQ = Disqualification
NU = Non Use
S1, S2, S3 = Suspensions
TD = Traffic Denial

3. Format. The above programs are displayed based on specific requirements.

4. Entering Shipment Weight on the TDR (Non Automated). There are two weights that are required to be displayed on the TDR, estimated and cumulative. Estimated weight is the estimated hundredweight of the tendered shipment. Cumulative weight is the previous estimated cumulative weights of shipments tendered, refused, or penalized plus the estimated weight of the shipment being offered. Cumulative weight does not include short notice 'AZ' and 'B' type shipment weights defined in paragraphs 7b and 7c.

5. Entering Shipment Weight on the TDR (Automated). The TDR automatically aligns carriers based on cumulative tonnage allocated and estimated weight being offered for a particular shipment. When a carrier is selected, the weight is added to the cumulative weight or the short notice weight whichever is applicable based on the shipment criteria.

6. Member Preference for Carrier. The TO shall honor a member's preference for a carrier if the member states they are willing to pay excess costs incurred if the carrier is not at the lowest overall rate. These shipments are annotated with a "OR" to identify an authorized exception in

awarding tonnage. If the carrier is in the lowest overall rate group the TO shall honor a member's preference. A request by the member not to use a carrier because of prior unsatisfactory service shall be honored and the next eligible carrier will be selected to move the shipment. When a "member preference" carrier is awarded tonnage the TDR shall be annotated with an "OP" to identify that this is an authorized exception to the procedures for awarding tonnage.

7. Short Notice Shipments. Short notice shipments should be allocated under the same TQAP procedures as regular shipments. The following are the three types of short notice shipments:

a. Regular Short Notice: The DOD must give carriers at least seven (7) days notice to pick up a shipment. If the notice is less than seven days, the carrier does not have to accept the shipment and no tonnage is charged against the carrier. If the carrier does accept the shipment, tonnage is charged (exception is the "Z" and "B" tonnage explained below).

b. "Z" Tonnage Short Notice: A shipment seven (7) or less days from the "INTERVIEW" (counseling) date (date on the DD Form 1299, Application for Shipment) to the pickup date. The carrier is not charged tonnage if they refuse or accept these type of shipments. This type shipment is identified on the TDR as a "AZ."

c. "B" Tonnage Short Notice: A shipment that has been pulled/back or turned/back by a carrier within seven (7) days of pickup and allocated to another carrier. The new carrier is not charged with the weight of the shipment and the TDR is annotated with a "PG" or "TC".

T. DOMESTIC TDR.

1. Interstate.

a. Separate TDRs shall be established for Codes 1A and 2A shipments for each CONUS destination state and the District of Columbia. Separate TDRs will also be established for each Area of Operation within the AOR for each TO to each destination state. If there is more than one rate level to a destination state or the District of Columbia, like rates will be grouped from the low to high rate.

b. TDRs are set up with an average shipment score for each carrier and new rates published for the applicable rate cycle. The low rate carrier (within each rate group) with the highest average shipment score will be awarded traffic first unless an authorized exception applies. All tonnage is set to zero at the beginning of each new rate cycle. Average shipment scores are based on the carrier's performance during the previous performance period. When a carrier has not been tendered any shipment or shipments have not been scored, the carrier's last score will be

carried forward. New carriers are placed on the TDR with an administrative score of 90. Carrier's average shipment score will be extended to the second decimal place (e.g., 99.78) without rounding. Carrier's with equal scores (within the same rate group) will be brought forth on the new cycle TDR (using previous tonnage as a factor) from low to high tonnage. When scores, tonnage and rates are all equal, a random selection is made.

c. The most eligible carrier to receive the next shipment is the one with the highest performance score and lowest cumulative weight. When sufficient shipments are known by historical review to be available during a cycle, shipments may be allocated sequentially to give each carrier a shipment (or charge a refusal) during the initial movement through the TDR from the first to last carrier at the same rate level. Subsequent shipments in the same rate cycle should be allocated to correct an imbalance in weight allocated. If sufficient shipments are not projected to be available to permit a run through the entire TDR and to correct the resulting imbalances, sequential allocation may not be practical. When determining the projected availability of traffic for this purpose, historical data from a like cycle should be used, e.g., summer cycle data with summer cycle date from prior years. Traffic is to be managed to stay within a maximum differential of 40,000 pounds between the highest and lowest of all carriers at the rate level, to include carriers with zero weight. In a correctly maintained TDR a carrier with a lower TQAP score should not have a higher cumulative weight than a carrier with a higher TQAP score except briefly in those situations requiring the application of sound traffic management to ensure a shipment moves in a safe and timely manner. When such situations occur, subsequent tonnage shall be awarded in such a manner as to return the higher scored carriers to higher cumulative weight by the end of the rate cycle.

2. Intrastate.

a. Separate TDRs shall be established for Codes 1B and 2B shipments from the origin GBLOC to each destination GBLOC within the state of the origin GBLOC.

b. The primary carrier (rate setter), who is otherwise qualified and has a TQAP score of at least 90, will receive 50 percent of the traffic. Other qualified carriers meeting the low rate will share equally in the remaining tonnage.

c. If two carriers establish an identical low rate, each carrier will receive 33-1/3 percent of the tonnage. The remaining 33-1/3 percent will be awarded to the carriers meeting the low rate.

d. If three or more carriers establish an identical low rate, each carrier will receive an equal percentage with the remaining carriers receiving the same percentage. Example: three carriers submit the identical low rate with six carriers meeting the low rate. The three rate setters would each receive 25 percent of the tonnage. The other six carriers would divide the remaining 25 percent. At no time will the carriers meeting the low rate receive more tonnage than the rate setters. The TO will adjust percentages according to volume of carriers involved.

e. TO's in those states where carriers have limited operating authority will award tonnage as follows:

(1) Separate TDR's will be established for the state and for each destination area of responsibility where rates are filed and accepted by HQ MTMC.

(2) TDR's will be established based on:

(a) Carrier establishing the low rate will be placed on the TDR first. This low rate carrier must meet the TQAP criteria established by HQ MTMC. Those meeting the low rate will be placed on the TDR in accordance with their TQAP score. Carriers with equal TQAP scores will be placed on the TDR in accordance with low to high tonnage from the past rate cycle.

(b) All carriers will begin the cycle with zero tonnage.

(c) Carrier establishing the low rate will receive 50 percent of the tonnage from its area of responsibility within its operating authority only. Example: Carrier AAAA establishes the low rate for the AOR. However, carrier can pick up only in counties A and B of the origin AOR. Carrier AAAA will receive every other shipment from counties A and B. Carriers meeting the low rate will share in the remaining tonnage. In the event no one meets the low rate, carrier AAAA will be offered all traffic before offer is made to a higher cost carrier. In all other areas covered by this low rate, but not a part of the low rate carrier's operating authority, tonnage will be divided equally among the carriers meeting the low rate to the extent of their operating authorities.

3. Shipment Refusals. Shipments refused by carriers shall be considered traffic offerings and added to the carrier's cumulative weight. The refusal is annotated with 'RR'. Short notice shipments refused by a carrier are annotated with 'AZ' and are not added to the carrier's cumulative weight. A carrier may notify the TO in writing to identify a period of time when they will not be accepting shipments due to peak season saturation. During this time, the carrier will automatically be charged with a refusal if they become the most eligible carrier identified for traffic on the TDR. The refusal weight is added to the carrier's cumulative weight.

4. Pullback/Turnback. If a shipment is pulled back or turned back, the TO shall enter the code 'PB' or 'TB' and the weight is charged as follows:

a. Shipments pulled back/turned back with seven (7) or less days notice of the pickup date are considered short notice shipments when reallocating to the new carrier. The new carrier is not charged tonnage on the TDR. Such shipments will be coded "B" on the TDR for identification and audit purposes.

b. A shipment pulled back after the pickup date, or if the carrier failed to pickup on the pickup date, the tonnage is added to the carrier's cumulative weight.

c. A shipment turned back before the pickup date is charged to the carrier's cumulative weight.

U. INTERNATIONAL TDR

1. General. Carriers submit rates every 6 months for rate channels and codes of service for international traffic.

2. Traffic Distribution Records.

a. Separate TDRs will be established at each TOs AOR for each ITGBL code of service for each traffic channel based on carrier's rate and average shipment score. Shipments shall be distributed exclusively to carriers on the lowest rate level unless the volume of traffic exceeds the capability of the low rate carriers. When this occurs, the remaining traffic shall be offered to carriers on the next and succeeding rate levels. However, shipments shall always be offered first to the carriers on the lowest rate level before higher rate level carriers are considered unless the primary carrier is suspended, cancels its rates, is placed in nonuse, or refuses the traffic. The TDRs will be arranged in three sections: Sections I, II, and III record all traffic offered to the primary carriers, equalization carriers, and all other participating carriers, respectively.

(1) *Section I*. TOs must ensure that the primary carriers are offered their designated share of traffic. Periodic weight checks shall be made to minimize deviations from the designated shares due to unequal weight of shipments. Example: If weight checks indicate that the "running" total of estimated tonnage for the traffic route is 240,000 pounds, a single primary carrier with a 50 percent share should have been offered approximately 120,000 pounds.

(2) *Section II*. If the primary carrier's share for a given traffic channel is 50 percent, every second shipment (subject to a consideration of weight factors) should be offered on a rotational basis to equalization carriers. Each equalization carrier is obligated to accept residual shipments in an amount equal to one half the primary percentage. If equalization carrier capability is insufficient and there is no primary carrier or the primary carrier cannot accept additional traffic, shipments will be offered to other participating carriers. If there is no primary carrier because of rate cancellations, nonuse, etc., traffic will be awarded equitably among the equalization carriers.

(3) *Section III*. Other participating carriers will be offered any traffic which cannot be handled by primary and equalization carriers. Traffic will be offered first to other participating carriers at the lowest rate level and highest TQAP score first. TOs should not penalize other participating carriers for failure to accept traffic beyond the established requirement.

NOTE: Estimated weights may be used in posting shipments to the TDR.

b. The carriers' rates, LOIs on file, Carrier Approval listing, and average semiannual shipment score will be used to establish all TDRs. The share of traffic to be offered to primary carriers during the traffic distribution period is distributed with the rate solicitation each rate cycle. Equalization carriers are those carriers with exactly the same rates as the primary carrier. Other participating carriers will appear in ascending order based on lowest rate and highest TQAP score.

c. Selective refusal of traffic by a carrier is prohibited. If a pattern is observed, action to suspend and/or request disqualification should be taken.

3. Percentage of Traffic.

a. Class 1 Rates. Carriers setting the low rate in a Class 1 traffic channel will be offered 100 percent of the traffic moved within that channel. If two carriers establish an identical low rate, both carriers will be offered one half of the total tonnage or 50 percent each.

b. Class 2 Rates. Carriers setting the low rate in Class 2 traffic channel are offered a prescribed percentage of tonnage within each individual traffic channel.

(1) The primary carrier will be offered and is responsible for accepting actual tonnage equal to the primary percentage indicated. For example, if the primary percentage of the traffic channel is 20 percent, the primary carrier will be awarded 20 percent of the tonnage. The other 80 percent of the tonnage will be considered residual and will be shared equally between the primary and equalization carriers. Tonnage refused by the primary and equalization carriers will then be offered to the participating carriers. Example is as follows:

1 primary carrier = 20 percent*
7 equalization carriers plus the primary carrier = 10
percent each (totaling 80 percent)*
participating carriers = *

*The residual 80 percent of the tonnage will be offered equitably to the equalization (with the highest scored carriers first) and primary carriers. Any remaining traffic will then be offered to the participating carriers within the same rate groups with the highest scored carrier first.

(2) If two carriers establish an identical low rate, each carrier will be offered the prescribed tonnage for that traffic channel. An example is if two carriers establish the low rate on a 50 percent channel, each carrier will be offered 50 percent. If two or more carriers have filed identical rates and have equal average shipment scores, the random numbers table contained in Item 1706 of the International Rate Solicitation shall be used to determine standing on the TDR.

(3) Equalization carriers may not be offered a larger share of the volume on a particular channel than the carrier establishing the low rate unless the low rate carrier is suspended or cancels its rates.

(4) All participating carriers must accept tonnage, if offered, as follows:

50 percent channel	12 percent
30 percent channel	7 percent
20 percent channel	5 percent
10 percent channel	2 percent

c. Class 3 Rates. Carriers will be placed on the TDR based on their average shipment score and will share equitably in traffic distribution.

V. CONTROLLING GOVERNMENT-OWNED HOUSEHOLD GOODS CONTAINERS

1. The following procedures will be used to manage government-owned household goods containers:

a. Controlling Containers. The Transportation Office (TO) is responsible for the efficient use, receipt, inventory, requirements determination, and disposition of government-owned shipping containers. The TO will:

(1) Maintain management control of containers to prevent loss and misuse.

(2) Make sure that containers are properly packed and marked according to:

(a) Performance Work Statement, and the direct procurement method (DPM) contract.

(b) Tender of Service for International Through Government Bill of Lading (ITGBL) shipments.

(3) Make sure that GBLs are annotated with the applicable military rate tender as well as the number and type of containers when they are used by ITGBL carriers.

(4) Control use of overflow containers to make sure that they are used as little as possible.

(5) Verify nonavailability of usable containers when contractor invoices for new containers.

(6) Require quality control inspectors to verify the use of new or old containers on DPM shipments and to identify the use or nonuse of government containers by ITGBL carriers on his/her inspection report.

b. Using Type II Household Goods Shipping Containers (Federal Specification PPP-B-580).

(1) Containers will be used only for personal property shipments of DOD sponsored personnel who are entitled to shipment or storage under the JFTR/JTR.

(2) Authorization for using overflow or oversize containers will be granted only when the contractor can justify their use according to the following:

(a) The remaining articles of a particular shipment will not justify the use of another type II container. Overflow containers are limited to one per shipment.

(b) Oversize containers are limited to use for a single item which exceeds the dimensions of a type II container.

(c) Overflow or oversize containers will be constructed according to Federal Specification PPP-B-601.

(3) Packing personal property by the DPM contractor in type II containers will be according to Military Standard 212, Preparation of Household Goods for Shipment and Storage and Related Services.

(4) Containers will usually be considered as unfit for use and beyond economical repair when the cost of repair will exceed 30 percent of the container replacement cost.

(5) Containers determined to not be economically repairable will be turned in to the proper Defense Property Disposal Office for disposal. If the local property disposal office will not accept the unserviceable container parts, carriers or contractors may dispose of them when authorized in writing by the TO.

(6) TOs will require contractors or carriers to provide a written monthly report of all government containers on hand. The report must arrive at the TO on the first work day of the month. The report will contain at least the following items:

(a) Number and type of serviceable or unserviceable containers on hand at the facility.

(b) Number and type of serviceable or unserviceable containers received since the last report.

(c) Number of containers used since the last report.

(7) Surveillance of government-owned containers in possession of the commercial contractor. For DPM contractors, the TO will:

(a) Make sure that the contractor maintains adequate records of containers received and used as prescribed by the DPM contract.

(b) Obtain receipts for containers issued to the contractor.

(c) Make sure that the contractor uses containers only for government-sponsored shipments.

(d) Maintain surveillance to make sure that containers are disposed of as prescribed.

(e) Make sure that the containers are identified as government-owned with the marking "U.S. Gov't Property" clearly visible on one end and one side of the container according to MIL-STD-212.

(f) Make sure that the contractor is storing government-owned containers with enough protection to prevent deterioration from the elements.

(g) Make sure that the contractor is aware of proper procedures for removing doors from type II containers to prevent damage to the doors and to the frame.

(h) Document violations by DPM contractors and report them to the contracting officer.



RECEIPT FOR UNACCOMPANIED BAGGAGE		
1. DELIVERED TO		
2. RECEIVED FROM		
a. NAME (<i>Last, First, Middle Initial</i>)		
b. RANK	c. BRANCH OF SERVICE	d. SSN
3. RECEIPT OF THE FOLLOWING ARTICLES IS ACKNOWLEDGED		
DESCRIPTION (1)	NUMBER OF PIECES (2)	
a. BOX		
b. DUFFLE BAG/SEA BAG		
c. SUITCASE		
d. CARTON		
e. FOOT LOCKER		
f. TRUNK		
g. TOOL BOX		
h. OTHER (<i>Describe</i>)		
4. NAME AND ADDRESS OF RESPONSIBLE ITO AT DESTINATION		
5. RECEIVED BY		6. DATE (YYYYMMDD)
a. NAME (<i>Last, First, Middle Initial</i>)	b. RANK	
7. ACTIVITY ADDRESS		

DD FORM 1796, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE

Figure 402-1. DD Form 1796, Receipt for Unaccompanied Baggage.

WAREHOUSE INSPECTION REPORT <small>(Read Instructions on back before completing form.)</small>				1. (X as applicable) BOTH BOA AND SIT RSMO ITO		2. DATE OF INSPECTION (YYYYMMDD)	
3. CONTRACTOR/CARRIER		4a. ADDRESS OF WAREHOUSE	b. FIRE SYSTEM/CLASS		c. LOTS	d. WEIGHT	
a. NAME	SS/1		USS/2	D & R/3			FCR/4
b. ADDRESS (Include ZIP Code)							
5. CONTRACT REFERENCE NUMBER		6. STATUS (X) ACTIVE	INACTIVE INELIGIBLE		7. CURRENT CONTRACT OR TENDER OF SERVICE ON FILE (X) YES NO		
8. PRE AND POST STORAGE SERVICES		10. (Continued)					
a. Unauthorized equipment in use		l. Improper piano/organ storage					
b. Unauthorized cartons and packaging used		m. Improper storage of mattresses					
c. Improper packing/sealing/marking of cartons		n. Segregated pieces not properly identified					
d. Pickup service not accomplished on time		o. Improper packing of mirrors/glass table tops					
e. Improper loading/unloading of van or pallet		p. Inadequate protection against mold/mildew					
f. Disassembled parts not packaged/inventoried		q. Aisles being used to process goods in/out					
g. Inventory stickers on finished surfaces		r. Previous discrepancies not corrected*					
h. Improper appliance servicing/labeling		11. FIRE PREVENTION AND HOUSEKEEPING					
i. Smoking observed at residence		a. Electric/heat/water systems require repair					
j. Employees on duty not efficient/neat		b. Evidence of smoking in warehouse*					
k. Origin premises not left in good order		c. Unauthorized items stored*					
l. Designation services improperly performed		d. Improper aisle and/or stacking clearance					
m. Deviations to service order		e. No fire system inspection*					
n. Delivery service not accomplished on time		f. No fire extinguisher inspection					
9. ADMINISTRATION		g. No extinguishers on warehouse equipment					
a. Incorrect inventory preparation		h. Trash/debris in storage area					
b. No separate weight ticket and certificate/PB and EWT		i. Fire doors inoperable/in need of repair					
c. Incorrect warehouse receipt preparation		j. No fire plan posted					
d. Ineffective locator system*		k. Space heaters/extension cords being used					
e. Contract supporting paperwork needed		l. Gas and oil not drained from motorized items					
10. STORAGE METHODS AND OPERATION		m. Hazards noted within 50 feet of warehouse*					
a. Consigned lots not stored within 5 days*		n. Flammables/combustibles found in warehouse*					
b. Improper storage, stacks/pallets		12. WAREHOUSE PRACTICES					
c. Finished surfaces not protected by pads/wrap		a. Inadequate security*					
d. Lots and separated pieces not elevated 2 inches		b. Inadequate loading/unloading area					
e. Lots stored against exterior walls		c. Structural deficiencies (doors/floors/roof/walls/windows)					
f. Lawnmowers not stored at base level of lot		d. Inadequate protection from sun/dust/heat/cold/moisture					
g. Improper firearms control		e. Lack of insect/rodent control					
h. Loose stack storage over 10 feet*		f. Vehicles parked in storage area					
i. PBO contents not identified on inventory		g. Commingled storage with undesirable commodities					
j. Improper storage of upholstered pieces*		h. Multiple occupancy*					
k. Improper storage of rugs/pads*		i. Weight stored in excess of authorized limit*					
13. DEFICIENCIES OBSERVED/ACTIONS TAKEN BASED ON QUALITY CONTROL RATING RAW SCORE							
A: 0 B: 1-8 C: 9-16 D: 17 & OVER							
a. No deficiencies observed							
b. Corrective action without report is required as soon as possible							
c. Corrective action, confirmed in writing, is required by (YYYYMMDD) _____							
Send notice of corrective action to _____							
d. You are _____ for further business as of _____							
e. You are continued ineligible for further initial service orders.							
14. DOCUMENT FILES CHECKED			15. LOT NUMBERS CHECKED				
15. CONTRACTOR/CARRIER REPRESENTATIVE			17. SIGNATURE OF DEPARTMENT OF DEFENSE INSPECTOR				
a. SIGNATURE		b. TITLE					

DD FORM 1812, SEP 1998 (EG)
COPY DESIGNATION:

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☐ COPY 1 - RSMO/
ITO FILE COPY

☐ COPY 2 - CONTRACTOR/
AGENT COPY

☐ COPY 3 - ITO/RSMO
INFO COPY

Figure 402-2. DD Form 1812, Warehouse Inspection Report.

INSTRUCTIONS

This form will be prepared in **TRIPPLICATE**. The original will be retained by the inspection agency (ITO/RSMO); duplicate copy will be furnished to the contractor/carrier's agent; and triplicate copy will be forwarded to the responsible ITO/RSMO for information purposes.

ITEMS 8 - 12: When a discrepancy exists, it will be rated by using the numbers of 1, 2, and 3, reflecting the ascending seriousness of the findings, which is prescribed in the "Guide to Severity of Deficiencies." The rating will be indicated in the block preceding the violation. Enter a reference to the Tender of Service or the Basic Ordering Agreement for each violation found in Item 18, "REMARKS". If needed, include all additional comments in Item 18. Items marked by an asterisk are applicable by the judgment of the inspector to interrupt the contract with or without the quality control rating of total assessed points.

ITEM 13: An assigned rating of A - D for administrative action corresponds to the total number of points given during the inspection. If Item c. is checked, complete the statement to show the allowed time for corrective action and reply.

18. REMARKS

DD FORM 1812 (BACK), SEP 1998

Figure 402-2 (Cont'). DD Form 1812 (Reverse).

CHAPTER 403

GOVERNMENT BILL OF LADING (GBL) WEIGHING AND SHIPMENT MARKING PROCEDURES

A. PURPOSE

This chapter establishes procedures for weighing and marking of shipments.

B. WEIGHT DETERMINATION AND REWEIGH

1. General. The weight of each shipment of HHG and UB moving in domestic or international commerce shall be determined in accordance with, 49 Code of Federal Regulation (CFR), Part 1056.1.

2. Use of Government Scales. The TO may require carriers to use government scales, without causing undue delay to the carrier. Ensure scales are certified by an authorized scale inspection and licensing authority.

3. Professional Books, Papers, and Equipment (PBP&E). PBP&E, when authorized, shall be clearly marked on the inventory with carton size (cubic foot). If cubic foot is not listed on inventory, use 40 pounds per inventory line item. Refer to JFTR, paragraph U5310-C.

4. Requirements for Reweigh. Reweighs will be performed as determined by the TO. All shipments will be reweighed when the member is near or has exceeded the authorized weight allowance.

5. Witnessed Weighs and Reweighs. Witnessed weighing and reweighs will be performed at the discretion of the TO. Certification will be annotated in the remarks block of the DD Form 619.

a. DD Form 1671 (Figure 403-1) will be used for Navy and Marine Corps sponsored shipments in conjunction with DD Form 619 for capturing reweigh data. See DOD component publication for additional information.

C. SHIPMENT MARKING

1. TGBL containers shall be marked on one side and one end panel, except duffel bags and similar packages which shall be marked on one surface. Freehand marking is not acceptable. Marking will be proportional to the available space on the container. Any old markings not applicable to the current shipment shall be permanently obliterated before the container's arrival at the member's residence. One copy of the member's orders

shall be placed in each container used to ship UB. When an order applies to more than one member, the name of the member to whom the baggage belongs shall be identified.

2. Carriers will be given the option of either stenciling, labeling, or tagging shipments, as appropriate. The following is the minimum information required:

PPGBL	U.S. Government Bill of Lading - Privately-Owned Personal Property
TCN	Transportation Control Number (if applicable)
RDD	Required Delivery Date (Julian date)
FROM	TO, Name of Shipping Installation
TO	Name of Destination Shipping Installation
FOR	Member's last name, first name, middle initial, rank/grade, and military service. Include direct delivery address, if applicable.
GROSS	Gross Weight
TARE	Tare Weight
NET	Net Weight
CU	Cube (Exterior cubic ft of container)
PIECE NO	___ OF ___ (number and total number of pieces)
CARRIER NAME	Self-explanatory
CODE OF SERVICE	Self-explanatory
TP NO	Transportation Priority Number (if applicable)
POE/POD	When applicable

REWEIGH OF PERSONAL PROPERTY		REPORT CONTROL SYMBOL MTMC-63(R2)		DATE
MEMBER'S NAME, RANK				SSN
NAME OF ORIGIN INSTALLATION				GBLOC CODE
NAME OF DESTINATION INSTALLATION				GBLOC CODE
CARRIER NAME				SCAC CODE
CONTROL NUMBER (GBL)	ORIGIN WEIGHT	DESTINATION WEIGHT	REWEIGH WITNESSED (Y or N)	CODE OF SERVICE

DD FORM 1671 EDITION 1 JAN 72 IS OBSOLETE
1 JUL 77

DISTRIBUTION:

Paying Finance Office

Origin ITO

ITO "Reweight File"

Figure 403-1. DD Form 1671, Reweigh of Personal Property

CHAPTER 404

THE DIRECT PROCUREMENT METHOD (DPM)

A. PURPOSE AND SCOPE

This section provides guidance for the preparation and shipment by the DPM method, and provides instructions for preparation and marking of DPM shipments and procurement of DPM services. This section applies to all DPM HHG and UB shipments when transportation services are acquired on the PPGBL or other shipping document.

B. DPM SERVICES

When DPM is used, generally the line-haul transportation service is provided by common carriers of freight. Approval by HQ MTMC is not required of commercial contractor providing DPM transportation services. Required materials (including containers) and services for the preparation, storage, and movement of DPM shipments are acquired by the contract. See paragraph G. below for contracting procedures.

C. ROUTING BY THE PERSONAL PROPERTY SHIPPING OFFICE (PPSO)

The PPSO determines the mode of transportation, the origin line-haul carrier, and the connecting carriers for the movement of DPM shipments. Shipments will be handled as prescribed by DOD 4500.32-R, MILSTAMP. Shipments will be routed to the military terminals designated by MILSTAMP.

D. USE OF DIRECT PROCUREMENT METHOD (DPM) AIR MODE

Shipments shall be governed by the provisions of DOD 4500.32-R, MILSTAMP, and DOD component publications.

E. VALUATION OF SHIPMENTS

Generally, the maximum released valuation applicable to the lowest rate or rating published by freight carriers shall be used for DPM shipments. Consideration must be given to use another code/mode of service when a member requests a valuation higher than that which is offered by the freight carrier.

F. CONTAINERS

Authorized containers, including overflow and oversize containers, shall be constructed as specified in the technical provisions of the Performance Work Statement (PWS) for Packing, Containerization, and Local Drayage of Personal Property Shipments (Appendix BE). The policy on the use of overflow and oversize containers is also set forth in this document.

G. PROCEDURES

1. DPM Contracts. Packing and containerization services shall be acquired by contract. Contracting format in Appendix BE is mandatory. The PWS or the technical provisions for Packing, Containerization, and Local Drayage of Personal Property Shipments (Appendix BE) and the Bid Schedules or items to be ordered shall be used for developing requirements in acquiring packing and containerization services. The contractual clauses used in the solicitation, award, and administration of the contract are contained in the Federal Acquisition Regulation (FAR) and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). Annual estimates need to be annotated on the Bid Schedules and a copy of Appendix BE provided to the appropriate contracting office for their coordination and preparation of the solicitation package.

a. Inspection of shipments will be performed by using DD Form 2773, Report of Contractor Services (Figure 404-1). Unsatisfactory services will be indicated by citing specific paragraphs or areas in the PWS and annotating this on DD Form 2772, Contract Discrepancy Report (CDR) (Figure 404-2). When completed, the CDR will be forwarded to the contracting office for action. The contracting officer or contracting officer representative will take action (set-off deduction, cure letter, etc.), against the contractor in accordance with FAR Clause 52.246-4, Inspection of Services-Fixed-Price.

b. Problems encountered in executing the PWS contract should be resolved by the Contracting Officer's Representative (COR), with the assistance of the contracting officer.

c. The PPSO shall base contractual requirements on both past experience and estimated future needs. The PPSO shall establish areas of performance, as required, for contracting purposes. Both population density and traffic volume shall be considered in the establishment of areas of performance.

2. PWS Contract Administration.

a. The TO is responsible for the routing and release of shipments and for arranging delivery to the line-haul carrier. Delivery to the line-haul carrier can be either by common carrier pickup at the contractor's facility or by local drayage by the contractor to the carrier's terminal. The TO will ensure contractor meets all requirements of the PWS, and is also responsible for maintaining accurate DPM contract data in TOPS.

REPORT OF CONTRACTOR SERVICES					
SECTION I					
1. INSPECTING ACTIVITY		2. CONTRACTOR NAME		3. CONTRACT NUMBER	4. ORDER NUMBER
5. SHPMNT INSPECTED (X as applicable)				6a. DATE (YYYYMMDD)	b. TIME
<input type="checkbox"/> RESIDENCE	<input type="checkbox"/> CONTRACTOR'S FACILITY	<input type="checkbox"/> OTHER			
7a. PROPERTY OWNER NAME (Last, First, Middle Initial)			8. PICKUP/DELIVERY ADDRESS (Street, Apartment Number, City, State, ZIP Code)		
b. RANK/GRADE		c. SSN			
INSTRUCTIONS: Information in Section I above is obtained from DD Form 1299. Section II will be completed during the inspection of services. Place an "A" in the box when the service is acceptable or a "U" when the service is unacceptable. When the service is not required, place an "NA" in the box. The appropriate contract paragraph number must be placed in the column marked "REFERENCE" when the service is unacceptable.					
SECTION II					
9. SERVICE		10. REFERENCE		11. SCHEDULES	
				I	II
a. Did the carrier perform a premove survey, if required?					
b. Did the contractor weigh the shipment in accordance with prescribed procedures?					
c. Was FBFE properly weighed?					
d. Did the contractor reweigh in accordance with prescribed procedures?					
e. Was shipment picked up within agreed times on the agreed date?					
f. Was shipment delivered within agreed times on the agreed date?					
g. Do packing materials meet specifications?					
h. Were proper packing methods used?					
i. Was inventory properly prepared?					
j. Were appliances properly serviced as required?					
k. Were appliances properly unserviced as required?					
l. Were proper materials used to service appliances?					
m. Were articles properly contained?					
n. Were articles properly loaded in the van?					
o. Were containers properly marked?					
p. Were containers properly remarked, when required?					
q. Were proper storage services provided?					
r. Were unloading services performed and were articles placed so they were readily accessible to the member?					
s. Were unpacking services performed?					
t. Was debris removed from residence?					
u. Was loss and damage recorded on a DD Form 1840 at the time of delivery?					
v. Were weight tickets, GBL, and packing lists properly completed?					
w. Were documents returned to the ITO within the required time frame?					
12. REMARKS					
13. NAME OF CONTRACTOR NOTIFIED OF DISCREPANCIES (Last, First, Middle Initial)				14. SIGNATURE OF CONTRACTOR NOTIFIED OF DISCREPANCIES	
15. NAME OF INSPECTING OFFICIAL (Last, First, Middle Initial)		16. SIGNATURE OF INSPECTING OFFICIAL		17. DATE (YYYYMMDD)	

DD FORM 2773, SEP 1998 (EG)

REPLACES MT FORM 360-R (TEST), WHICH IS OBSOLETE.

WHS/DIOR, Oct 98

Figure 404-1. DD Form 2773, Report of Contractor Services

CONTRACT DISCREPANCY REPORT				
1. CONTRACT NUMBER		2. REPORT NUMBER FOR THIS DISCREPANCY		
3. TO (Contractor and Manager's Name)		4. FROM (Name of QAE)		
5. DATES (YYYYMMDD)				
a. PREPARED		b. RETURNED BY CONTRACTOR		c. ACTION COMPLETE
6. DISCREPANCY OR PROBLEM (Describe in detail. Include reference to PWS Directive; attach continuation sheet if necessary.)				
7. SIGNATURE OF CONTRACTING OFFICER				
8a. TO (Contracting Officer)		b. FROM (Contractor)		
9. CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. (Cite applicable Q.C. program procedures or new Q.C. procedures. Attach continuation sheet(s) if necessary.)				
<div style="border: 2px solid black; padding: 10px; display: inline-block; font-size: 2em; font-weight: bold;">S A M P L E</div>				
10. SIGNATURE OF CONTRACTOR REPRESENTATIVE				b. DATE (YYYYMMDD)
11. GOVERNMENT EVALUATION (Acceptance, partial acceptance, reflection. Attach continuation sheet(s) if necessary)				
12. GOVERNMENT ACTIONS (Reduced payment, cure notice, show cause, other)				
13. CLOSE OUT				
	NAME (1)	TITLE (2)	SIGNATURE (3)	DATE (YYYYMMDD) (4)
a. CONTRACTOR NOTIFIED				
b. QAE				
c. ACO				

DD FORM 2772, SEP 1998 (EG)

REPLACES MT FORM 352-R, WHICH IS OBSOLETE

Designed using Perform Pro, WHE/DIOR, Sep 98

Figure 404-2. DD Form 2772, Contract Discrepancy Report.

CHAPTER 405

RATES, CHARGES, AND BILLINGS

A. PURPOSE

This chapter provides:

1. Guidance and establishes procedures for the use of rates and the application of related charges in the program.
2. Procedures for cost comparisons to be used in determining the best service method and mode for shipping personal property worldwide.
3. Guidance for the solicitation and processing of one-time-only (OTO) rates, and establishes the criteria for using those rates.
4. Procedures for requesting volume movement rates and procedures to be used when a destination change is required after initial pickup.

B. PROCEDURES

1. Rate Filing. HQ MTMC and theater CINCs are the sources for all DoD rate solicitations for the movement of personal property.
2. Acceptance of Rate Filings.
 - a. General.
 - (1) Domestic rate cycles are 1 May-31 Oct (summer) and 1 Nov-30 Apr (winter).
 - (2) International rate cycles are 1 Apr-30 Sep (summer) and 1 Oct-31 Mar (winter).
 - b. Intrastate. Individual intrastate rate tenders are filed and maintained at HQ MTMC/MTPP-HR. The initial filing rate abstract is provided to the TO each rate cycle and must be posted for the carriers' review. Final rates are provided to the TO electronically.
 - c. Interstate/International. Rates are received by HQ MTMC/MTPP-HR and provided to the TO electronically.

d. European Intratheater Rates. TOs shall compare door-to-door container rates shown in 598th TTG/PPD solicited tenders of service with those ITGBL rates solicited by HQ MTMC and determine the most economical, best service method of shipment.

3. LOI Verification. Upon receipt of rates, HQ MTMC will verify LOIs with the TO prior to acceptance of carrier's rates.

4. Line-Haul Charges for a Consolidated Shipment. Refer to appropriate rate solicitation for guidance, policy, and rates.

C. COST COMPARISONS

1. General. Selection of the method of shipment generally shall be based on the member's requirements and appropriate publications of the DoD components.

2. Code/Mode Selection Guide. The Code/Mode Guide is a listing of all international traffic channels showing the lowest to the highest cost code of service. This guide provides assistance to the TOs in selecting the most economical method of shipment, and was developed to reduce the time needed by the TOs for cost analysis. The Code/Mode Guide is developed by HQ MTMC/MTPP and mailed to the TOs for each new ITGBL rate cycle.

D. ONE-TIME-ONLY (OTO) RATES

1. General. The TO shall request all OTO rates from HQ MTMC and may not solicit or accept OTO rates directly from an ITGBL carrier.

2. OTO Request Format. When the need for an OTO rate exists, the TO shall submit a message, fax, telephone (immediate response) request to HQ MTMC, Attn: MTPP-HS in accordance with procedures provided in the International Rate Solicitation. The message request format and instructions are provided in Figure 405-1.

3. OTO Rates. OTO rates are effective on the date the carrier is notified of the shipment award by HQ MTMC. Carriers normally indicate this date as the issue date of the tender. Tenders are reviewed by HQ MTMC, and administrative acceptance is noted on the tender.

E. VOLUME MOVES

1. General. HQ MTMC is the sole negotiating authority for volume moves worldwide.

2. Criteria for Requesting Volume Move Rates.

a. The TO shall request rate negotiations for a volume move when there is a confirmed group PCS or TDY move of personnel or dependents from a single origin (commuting area) to a single destination (commuting area) normally within a 90-day period. HQ MTMC reserves the right to waive the 90-day period. The estimated weight of personal property to be moved shall be a minimum of the following:

(1) Military/Civilian HHG - 200,000 net pounds, or

(2) Military/Civilian UB - 50,000 gross pounds, or

(3) TOs having special operational requirements may request a volume move for lesser tonnage (e.g., base closures, etc.).

b. Volume Move Request Format (Figure 405-2). The TO shall request each volume movement by letter or priority message at least 30 days before the scheduled pickup date for the first shipment. The original of the request shall be forwarded to HQ MTMC, ATTN: MTPP-HS, and one copy shall be furnished to the destination TO, and the appropriate MTMC component. In addition to providing the information listed in Figure 405-2, the TO shall give the reason for the volume move request (change of home port of ship, school graduation, BRAC, etc.).

c. Volume Movement Tonnage Distribution Roster (TDR).

(1) HQ MTMC shall perform a comparison of all accepted rates to determine the overall best value carrier(s). Origin TO will be notified immediately of the results.

(2) The TO shall maintain a separate TDR for volume move tonnage. Shipments shall be distributed to the best value carrier(s) that can provide the required service based upon:

(a) The percentage of tonnage that can be handled daily.

(b) The percentage of total tonnage that can be handled.

(3) TOs may continue to tender shipments to the extent of the carrier's ability to service the shipments, even though the volume may exceed the maximum percentage.

(4) When offering shipments to carriers, the TO shall consolidate shipments whenever practical.

3. Final Reports. Both the origin and destination TO shall provide a final report to HQ MTMC, ATTN: MTPP, within 30 days after completion of the volume movement. The final reports shall include the following:

a. Origin TO.

(1) Total number of shipments

(2) Total weight shipped.

(3) Total charges.

(4) Information concerning the quality of origin service provided by participating carriers.

b. Destination TO.

(1) Total time that shipments were in SIT, reported in daily increments.

(2) Information concerning the quality of destination service provided by participating carriers.

4. Each shipment in a volume move is scored in compliance with TQAP.

F. TRANSPORTATION AND ACCESSORIAL CHARGES

1. Statement of Accessorial Services Performed. (DD Form 619 and DD Form 619-1)

a. DD Form 619 (Figure 405-3) and/or DD Form 619-1 (Figure 405-4) will be used by the carrier to support billings for materials and services not included in the line-haul transportation, single factor rate (SFR), storage in transit (SIT), reweigh, and accessorial services provided in conjunction with delivery. The carrier's representative will prepare and submit each DD Form 619 and/or DD Form 619-1 to the member, member's agent, or TO representative for verification and signature. DD Form 619 and/or DD Form 619-1 shall be signed only after verification that materials and services specified on the form were actually provided. The member, member's agent, or TO representative will not, under any circumstances, sign a blank or partially completed DD Form 619 and/or DD Form 619-1. The only blanks that may be left void are the "unit price" and "charge" columns. The "number" block will reflect either the quantity or the word "none".

b. The carrier shall furnish the member and origin TO one copy each of the DD Form 619 and/or DD Form 619-1 itemizing accessorial services performed and materials furnished. Additionally, the carrier shall forward a copy of all subsequent DD Forms 619 and/or DD Form 619-1 prepared in connection with the shipment to the TO ordering the service.

c. All approved accessorial services shall be entered into the automated system.

2. Third Party Service. Items serviced by a third party shall be supported by an invoice stating the type of service performed. See appropriate rate solicitation for specific service or billing information.

3. Payment of Transportation and Accessorial Charges Upon Placement of the Shipment in SIT - PPGBL Termination Upon Expiration of Authorized Period of SIT. The PPGBL automatically terminates at midnight on the last day of the authorized SIT period. Payment for delivery services at Government expense after the PPGBL has terminated shall be made under local invoicing or purchasing procedures.

4. SIT Delivery and Reweigh. (DD Form 619 and/or DD Form 619-1). DD Forms 619 and/or DD Forms 619-1 submitted for services rendered at destination shall indicate:

- a. The accessorial services ordered and furnished.
- b. Receipt of the shipment by the member or the member's agent.
- c. The SIT control number applicable to the shipment.

5. Reweigh Procedures. The government shall pay for an ordered reweigh when the reweigh net weight is greater than the initial net weight or when the difference between the initial weight and the reweigh weight is less than the tolerance specified in the governing document. The carrier shall submit two copies of a completed DD Form 619 and/or DD Form 619-1 to the TO, indicating that a reweigh was requested and the service was performed. The TO shall certify the reweigh only when the reweigh weight is within the authorized tolerance. The TO shall return the original to the carrier for billing purposes. The second copy will be retained by the TO in the shipment file.

G. SHIPMENT DESTINATION CHANGES AFTER PICKUP

1. General. When a properly supported request for destination change is received, the TO shall determine the action to be taken based on the status of the shipment and the type of change required. See Domestic Personal Property Rate Solicitation, Item 140 and International Personal Property Rate Solicitation, Item 526, for the rules applicable to shipments diverted after commencement of transportation services.

2. Preparation and Distribution of Certificates of Delivery and Diversion. Figures 405-5 and 405-6 provide formats and specify the information needed to issue Certificates of Delivery from SIT and Certificates for Diversion. Certificates for Delivery from SIT and Certificates for Diversion shall be distributed as follows:

- a. The home office of the carrier shall be listed as the action addressee.

- b. All origin or destination TOs (as appropriate) shall be listed as information addressees.
- c. One copy shall be provided to the member or member's agent.
- d. One copy shall be retained by the issuing TO.

ONE-TIME-ONLY (OTO) MESSAGE REQUEST

The following format and data sequence is mandatory:

FROM: TO//

TO: CDR MTMC FALLS CHURCH VA//MTPP-HS//

SUBJECT: REQUEST FOR ONE-TIME-ONLY PERSONAL PROPERTY SHIPMENT

1. MEMBER'S NAME, RANK, SSN, MILITARY SERVICE
2. CODE OF SERVICE.
3. ORIGIN (INCLUDE CITY, STATE/COUNTRY, GBLOC).
4. DESTINATION CITY, INSTALLATION, STATE/COUNTRY, and DESTINATION GBLOC.
5. PICKUP DATE.
6. REQUIRED DELIVERY DATE.
7. ESTIMATED WEIGHT IN NET POUNDS FOR HOUSEHOLD GOODS AND GROSS POUNDS FOR UNACCOMPANIED BAGGAGE.
8. DATE OTO INFORMATION IS REQUIRED FOR BOOKING PURPOSES.
9. ROUTING FOR CODE 5/T SHIPMENTS.
10. LIST SUSPENDED CARRIERS.
11. REMARKS (INCLUDE INFORMATION, I.E., SHIPMENT PACKED AND CRATED, SHIPMENT IN NTS, USE OF SPECIFIC AGENTS AT ORIGIN OR ANY OTHER UNUSUAL CIRCUMSTANCES).

Figure 405-1. OTO Message Format

VOLUME MOVE REQUEST FORMAT

The following is a sample of the format and data sequence of volume move request.

1. *(Number of individual shipments.)*
2. *(Estimated weight of each shipment.)*
3. *(Estimated total weight of all shipments.)*
4. *(Date first shipment is to be moved.)*
5. *(Anticipated date last shipment is to be moved.)*
6. *(Shipping officer controlling volume movement, city, state/country of origin, and destination (including approximate mileage of any commuting area).)*
7. *(Full business name and SCAC code of all carriers (not agents) qualified to serve the origin and destination points.)*
8. *(Estimated weight that may require SIT at origin/at destination.)*
9. *(Lowest current applicable transportation rate.)*
10. *(Local pack and crate and overflow rates (international movements only).)*

Figure 405-2. Volume Move Request Format.

PREVIOUS EDITION IS OBSOLETE.

405-9

STATEMENT OF ACCESSORIAL SERVICES PERFORMED (STORAGE-IN-TRANSIT DELIVERY AND REWEIGH)				Form Approved OMB No. 0704-0022 Expires Oct 31, 2001			
The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0022), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.							
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.							
DISTRIBUTION: 1. ORIGINAL COPY TO CARRIER. 2. COPY TO PROPERTY OWNER.			3. ADDITIONAL COPIES MAY BE MADE FOR CARRIER'S USE.				
1. GOVERNMENT BILL OF LADING NUMBER		2. DATE OF PICKUP AT ORIGIN (YYYYMMDD)		13. STORAGE-IN-TRANSIT (SIT)			
3.a. NAME OF OWNER (Last, First, Middle Initial)		3.b. SSN		a. STORED AT (City and State)			
				b. SIT SERVICES WERE PROVIDED AT (X as applicable)			
4. ORIGIN OF SHIPMENT		5. DESTINATION OF SHIPMENT		c. DATE IN (YYYYMMDD)			
6.a. ORDERING ACTIVITY/INSTALLATION NAME		6.b. LOCATION		d. DATE OUT (YYYYMMDD)			
7.a. NAME OF CARRIER		7.b. NAME OF AGENT (Last, First, Middle Initial)		e. NUMBER OF DAYS			
8. SIGNATURE OF CARRIER'S REPRESENTATIVE		9. DATE (YYYYMMDD)		f. NET WEIGHT			
10. CARRIER'S SHIPMENT REFERENCE NO.		11. AGENT OR DRIVER CODE		g. THIS SHIPMENT WAS ORDERED INTO AND OUT OF SIT ON DATES INDICATED HEREON AND AUTHORIZED BY SIT CONTROL NUMBER:			
12. REMARKS		SIT IN EXCESS OF 90 DAYS WAS AUTHORIZED (X) <input type="checkbox"/> YES <input type="checkbox"/> NO					
		h. SIGNATURE OF TRANSPORTATION OFFICER					
		i. DATE (YYYYMMDD)					
		14. REWEIGH CERTIFICATION					
		a. ORIGINAL GROSS		b. REWEIGH GROSS			
		c. ORIGINAL TARE		d. REWEIGH TARE			
		e. ORIGINAL NET		f. REWEIGH NET			
		g. THIS SHIPMENT WAS ORDERED FOR REWEIGH AND SERVICES WERE ACCOMPLISHED AS SHOWN ABOVE.					
		(1) SIGNATURE OF TRANSPORTATION OFFICER		(2) DATE (YYYYMMDD)			
		15. ADDITIONAL SERVICES					
		a. LABOR - NUMBER OF MAN-HOURS (Describe services in "Remarks")		(1) NUMBER		(2) UNIT PRICE	
		b. PIANO/ORGAN OR EXCESS CARRY SERVICES		(3) CHARGE			
		c. OTHER (Describe in "Remarks")					
16. CONSIGNEE'S STATEMENT OF DELIVERY AND LOSS OR DAMAGE							
Notice is hereby given to the carrier to whom this statement of accessorial services performed is surrendered that the shipment was received in condition as shown below and that claim, if any, will be made for the value of such loss and/or damage as indicated.							
a. DESCRIPTION OF LOSS OR DAMAGE				b. ACTUAL OR ESTIMATED WEIGHT			
17. WAIVER Unpacking and removal of packing material, boxes/cartons, and other debris is hereby waived.		a. INVENTORY NUMBERS		b. SIGNATURE			
18. CERTIFICATION. I have received the property described on this form:							
a. FROM (Name of Transportation Company)		b. AT (Actual Point of Delivery)		in apparent good order and condition except as noted above.			
c. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT				d. DATE OF DELIVERY (YYYYMMDD)			

DD FORM 619-1, OCT 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure 405-4. DD Form 619-1, Statement of Accessorial Services Performed.

SAMPLE MESSAGE

CERTIFICATE FOR DELIVERY FROM STORAGE IN-TRANSIT (SIT)

FROM: CPPSO NORFOLK VA// *(First Destination PPSO)*

TO: NORTH AMERICAN VAN LINES// *(Carrier Tendered Shipment)*

INFO: ABC WAREHOUSE INC// *(SIT Facility)*

416BMW GRIFFISS AFB NY//LGTT// *(Origin PPSO)*

CDR USAARMC FT KNOX KY//DIO-TRANS// *(Second Destination PPSO)*

UNCLAS

SUBJECT: CERTIFICATE FOR DELIVERY FROM STORAGE IN-TRANSIT (SIT)

1. SHIPMENT INFORMATION:

A. PERSONAL PROPERTY SHIPMENT OF: (Member's Name) , (Social Security Number) ,
 (Member's Rank) , TENDERED TO GBL NO. (GBL Number) , (Code Number) , TO
 (Name of Carrier & SCAC) , BY PPSO AT (Origin PPSO) .

B. PLACED IN SIT ON (Date) AND ORDERED OUT ON (Date) FROM (SIT Facility) , SIT
NUMBER (Number) , TO BE DELIVERED TO (City & County of Final Destination) .

C. SIT USED AT FIRST DESTINATION: (Number of days at first destination) ; REMAINING SIT
AUTHORIZED: (Authorized days remaining) .

2. NO OTHER GBL WILL BE ISSUED. ALL CHARGES WILL BE COMPUTED IAW DELIVERY FROM
SIT RATE CONTAINED IN APPLICABLE MILITARY BASIC TENDER SUPPORTED BY DD FORM 619.

3. AUTHORIZING OFFICIAL:

Drafter Typed Name, Title, Office Symbol, And Phone

Typed Name, Title, Office Symbol, And Phone.

Figure 405-5. Sample Message, Certificate for Delivery from SIT.

CERTIFICATE FOR DIVERSION

FROM: JPPSOWA FT BELVOIR VA// (*Requesting PPSO*)

TO: ABC MOVING AND STORAGE INC// (*Carrier Tendered Shipment*)

344 OAK STREET NEWTON MI 48217//

INFO: NAS MAYPORT FL// (*New Destination PPSO*)

NAF SIGONELLA SICILY// (*Origin PPSO*)

UNCLAS

SUBJECT: CERTIFICATE FOR DIVERSION//

1. THE PERSONAL PROPERTY SHIPMENT: (*Member's Name*) ; SSAN: (*Member's SSAN*) ; RANK: (*Rank*) . TENDERED ON GBL NUMBER: (*GBL Number*) , TO (*Name of Carrier & SCAC*) , BY THE PPSO AT (*Origin*) , ON (*Pickup Date*) , WITH DESTINATION OF (*Destination*) , WAS DIVERTED AT (*Diversion Point*) , ON (*Diversion Date*) TO (*New Destination*) , WITH A NEW RDD OF (*New RDD*) .
2. (*Identify letter or other authority or reason for diversion and new RDD, e.g.,*) MODIFIED PCS ORDERS, DATED 20 JUL 92, ARE AUTHORITY FOR DIVERSION.
3. NO OTHER PPGBL WILL BE ISSUED. ALL TRANSPORTATION COST, DIVERSION CHARGE, AND ADDITIONAL COSTS, IF ANY, WILL BE COMPUTED IN ACCORDANCE WITH APPLICABLE RATE SOLICITATION AND CHARGED TO THE APPROPRIATION SHOWN ON THE ORIGINAL PPGBL.

4. AUTHORIZING OFFICIAL:

Drafter Typed Name, Title, Office Symbol, Phone

Typed Name, Title, Office Symbol, and Phone

Figure 405-6. Sample Message, Certificate for Diversion.

CHAPTER 406

STORAGE

A. STORAGE-IN-TRANSIT (SIT)

1. General. The TO may use SIT when necessary to meet the member's requirements. Although SIT normally is used at destination when a shipment arrives before the member has established a delivery address, it also may be used at origin or at an intermediate point when considered by the TO to be in the best interest of both the member and the government. The carrier should use the carrier's DOD-approved agent facility located nearest the destination city or installation shown in Block 18 of the PPGBL. The carrier shall use the DOD-approved facility located within the destination TO's AOR, except when authorization is granted by the destination TO. SIT and related charges will be based on the DOD-approved facility nearest the destination city or installation of the shipment. Nearest available carrier's agent DOD-approved storage facility is defined as follows: That carrier's agent facility which has DOD-approval, has space for the shipment, and is accepting DOD traffic from the carrier. If the agent refuses to accept a shipment, i.e., because of the carrier's refusal to provide a waiver and/or due to the carrier's poor payment history, the agent's facility will be considered "available" for purpose of determining charges irrespective of which destination warehouse the carrier uses. NTS at origin may not be converted to SIT at origin unless a PPGBL is issued, an inventory is prepared, and a carrier takes physical possession of the property.

2. SIT Period.

a. SIT for DOD civilian employees may not exceed 90 days, unless additional storage is authorized in accordance with the JTR, para C8001-B2.

b. SIT for military members may not exceed 90 days unless additional storage is authorized in accordance with the JFTR, para U5375-B2&3.

c. When SIT is extended beyond the first 90 days, the TO shall notify the carrier of the extension and the projected termination date. A copy of DD Form 1857 (Figure 406-1), Temporary Commercial Storage at Government Expense, or inbound arrival/expiration notice letter, if automated (Figure 406-2), will be provided to the carrier for each extended 90-day period. When a shipment remains in storage beyond the SIT entitlement period, carrier liability shall terminate at midnight of the last day of the SIT period, the PPGBL character of the shipment shall cease and the warehouse shall become the final destination of the shipment. At this time, the warehouseman shall become the agent for the property owner and the shipment becomes subject to the rules, regulations, charges, and liability of the warehouseman. Members will be advised of the requirement to procure their own insurance during this period of storage. The TO may maintain the PPGBL character of the shipment in SIT and recoup the excess storage cost from the

member upon delivery. The member is entitled to delivery at government expense in either case.

3. Prevention of Unnecessary SIT. The TO shall make every effort to prevent unnecessary use of SIT. The destination TO shall establish a file (either electronic or hard copy) for inbound personnel.

4. Procedures at Destination. When the carrier notifies the destination TO of a shipment's arrival, the TO shall attempt to contact the member or the member's agent at the designated point of contact. If the member has not reported to the destination TO or the TO is unable to contact the member or the member's agent, the TO shall instruct the carrier to place the shipment in SIT. In these cases, the TO may not direct the carrier to attempt delivery at the member's residence. Disposition instructions will be provided to carrier prior to expiration of free waiting time for domestic shipments (Item 115, Domestic Personal Property Rate Solicitation), and within specified time period for international shipments (Item 435, 436, International Personal Property Rate Solicitation).

5. Record of Authorized SIT. The TO shall maintain a separate control log (either electronically or hard copy) for recording all SIT authorizations. The log shall contain as a minimum, the following information: SIT control number, member's name, code of service, storage location, and the dates ordered into and out of SIT. A copy of DD Form 619-1 authorizing the SIT will be retained.

6. SIT for Split Shipments. If a shipment arrives at destination as a split shipment and the member is unavailable to receive any portion, SIT may be authorized separately on each portion. The TO shall issue a separate SIT control number for each portion of the split shipment. The carrier shall be required to obtain a separate weight ticket and separate SIT control number for each portion of the split shipment. The cost of weighing each portion shall be borne by the carrier. The government will not pay the minimum weight as applicable to storage.

7. SIT Control Number. Upon ordering a shipment into SIT, the TO shall furnish the carrier a SIT control number. The seven-digit SIT control number is constructed as follows:

a. The first position is the last digit of the year in which the shipment enters SIT (for example, if the shipment is placed in SIT during calendar year 1994, the first digit will be 4).

b. The second, third, and fourth positions are the Julian Date the shipment enters SIT, e.g., if the shipment is placed in SIT on November 9 (Julian Date 313) the second, third, and fourth digits will be 313.

c. The last three digits shall indicate the numerical sequence of the shipments entering SIT for that day; e.g., if the shipment is the eleventh shipment placed in SIT on that day, the last three digits will be 011.

d. As described above, the SIT control number for the eleventh shipment placed in SIT on November 9, 1994, is 4313011.

8. Delivery Out of SIT.

a. When ready to accept the shipment, the member shall contact the destination TO and request delivery to the destination residence.

b. The carrier will prepare a DD Form 619-1 for billing purposes. The DD Form 619-1 shall include all accessorial services incidental to the delivery of the shipment. The carrier will return the completed DD Form 619-1 to the destination TO. The destination TO will verify and sign the form, keeping one copy in the permanent shipment file. If loss or damage is discovered in a shipment delivered from SIT, the member or member's agent shall record the loss/damage on DD Form 1840/1840R.

c. The destination TO will order long deliveries out of SIT by preparing a "Certificate for Delivery from SIT" (See para 405.G2 and Figure 405-5).

d. Partial withdrawals will consist only of complete cartons or item numbers on the inventory. Request for partial withdrawals should be made at the time of counseling and indicated to the carrier or carrier's agent at the time of packing, when possible. The inventory item number will be furnished by the member to the TO, who will, in turn, order the service. Certification of the DD Form 619-1 by the destination TO is required. The member, member's agent, or TO representative shall have the right to be present at the carrier's facility during the sorting of the property. The carrier will deliver property; however, the member has the option of picking up the property from the warehouse. The carrier is responsible for obtaining the weight of the portion withdrawn.

B. RESPONSIBILITIES FOR NON-TEMPORARY STORAGE (NTS)

1. MTMC Overseas Components and Overseas Commanders. Although NTS is restricted to warehouse facilities located within CONUS, MTMC overseas components and overseas commanders should develop contingency plans to use government warehouses for storage in the event of civil unrest, national emergencies, etc.

2. MTMC Deployment Support Command. MTMC Deployment Support Command commander is responsible for the administration of the NTS program.

3. Ordering officers shall:

- a. Acquire all required services for the storage of HHG in both government and commercial facilities.
- b. Cite the appropriate funds for payment of the services ordered and process invoices for payment.
- c. Maintain all documents relating to each storage lot.
- d. Provide copies of SIT storage inspections conducted independently to the appropriate RSMO contracting officer, when inspections reveal discrepancies at a facility approved for storage.
- e. Serve as the point of contact for the member on all matters concerning the storage of HHG.
- f. Immediately notify the appropriate RSMO when the contractor is unable to locate a lot in storage.
- g. Recoup excess costs from the member, in accordance with applicable military service guidelines or regulations, when the weight in storage is in excess of the JFTR allowance.
- h. Terminate all NTS at government expense for storage beyond the authorized storage period and advise the contractor to bill the member for future storage costs. The TO, through the appropriate Service headquarters, may continue to pay for the NTS until delivery of property. In this instance the member will reimburse the government for the cost of storage beyond their entitlement.
- i. Authorize continued storage at government expense when travel and transportation entitlements of retired members have been extended. The member subsequently should reimburse the government for storage costs.

4. Installation Commanders. Installation commanders are responsible for periodically inspecting all government-owned storage facilities under their jurisdiction used for the storage of DOD-sponsored personal property shipments. Such inspections shall be performed under direction of military service headquarters and shall be recorded on DD Form 1811 and DD Form 1812. Before approval by the installation commander, TO personnel shall conduct an inspection of the government-owned facilities.

C. NTS PROCEDURES - ORDERING OFFICERS

1. General. The available low-cost, qualified storage facility shall be used for NTS, regardless of its location. When an ordering officer has BOAs available that offer facilities outside the installation's area of responsibility, awards will not be limited to facilities within the area of responsibility. Use Figure 406-3, Storage Facility Rates, to

make a cost comparison when determining whether to use commercial or government facilities.

2. Determining the Low-Cost Contractor. The ordering officer shall use Items I, II, III, IV, V, and VI of the DD Form 1162-1, Schedule of Services and Rates for Household Goods, (Figure 406-4) to determine the low-cost contractor. Item II shall be used only when upright wardrobe services are required. Item V, storage costs, will be projected over the estimated storage period for each lot.

3. Attempted Pickup or Delivery. If the member or member's agent is not available at the residence when the contractor attempts to pick up or deliver on the date specified on DD Form 1164, Service Order for Personal Property, (Figure 406-5), the contractor shall be paid the drayage rate per DD Form 1162-1 on a 500-pound minimum (weight) shipment for attempted pickups and the actual shipment weight for attempted deliveries.

4. Acquisition of Commercial Storage Services. Contractors shall be contacted in the order of their BOA rates (from lowest to highest), even though they may be located outside the installation's area of responsibility. The storage lot shall be offered to the first contractor that can perform the services at the time they are required. A contractor will not be contacted if written notice that services cannot be provided has been received from that contractor. When two or more contractors have equal rates, the ordering officer shall offer lots to those contractors on a fair and equitable basis. When other than the low-cost contractor is used, all copies of the DD Form 1164, except the copy furnished to the contractor, shall be annotated "Low-Cost Contractor Unable to Handle," and the ordering officers' contract file shall contain a list of the contractors refusing the lot with the reasons for refusal.

5. Member Preference for Contractor. Member's choice of contractor is prohibited unless the contractor-requested cost is the same or no more than the lowest offer. The rules governing the requirements of the BOA and FAR require orders be issued to the lowest offer. The government has no authority to enter into three-party contracts between itself, the NTS Contractor, and the member.

6. Service Order for Household Goods, DD Form 1164 (Figure 406-5).

a. Upon the contractor's acceptance of the offer of a lot, the ordering officer shall request the contractor to provide a lot number and prepare DD Form 1164. A separate DD Form 1164 will be prepared for each HHG lot. Service orders shall be executed only by ordering officers having specific authority to issue such orders. Orders for services shall be furnished to the contractor before the date on which the services are to be performed. DD Form 1164 is self-explanatory except for the following items:

(1) Block 3.b, Federal Agency. Enter two-digit alpha code depicting federal agency identity; e.g., DF--Department of Air Force, DA--Department of Army.

(2) Block 3.c, Appropriation Identify. Identifies code designation, assigned locally by each activity.

(3) Block 3.g, Lot Number. Enter lot number furnished by the contractor.

(4) Block 3.i, Estimated Storage Period. Enter estimated storage time, in months. This varies from case-to-case depending on entitlement circumstances and applies to new accounts being placed in storage.

(5) Block 3.i, Pick-Up Date (YYMMDD). Enter the date on which the requested services are to begin. Date shall be constructed as follows: last two digits of the year, the first three letters of the month, and the day of the month; e.g., for September 30, 1990 the code would be "90SEP30."

(6) Block 4, Services Ordered. Enter rates from the appropriate DD Form 1162-1 only for those services being authorized. Item VI, Handling-Out, which must be used in making cost comparisons, will not be included on the initial DD Form 1164. To facilitate subsequent ordering-out action, the applicable rate for Handling-Out (Item VI) may be annotated on the copy retained in the storage file. When crating of HHG is required for safe transportation and storage, the remarks section, Block 6, shall be annotated to show approval granted by the ordering officer.

(7) Block 6 (Remark Section). When firearms are to be included in the storage lot, the statement, "This NTS Lot Contains Firearms," will be annotated on the DD Form 1164. Temporary storage at origin not to exceed number of days authorized unless extended by proper authority.

b. Distribution of DD Form 1164.

(1) Original copy shall be sent to the appropriate DFAS.

(2) One copy shall remain with the contractor and shall be annotated, "Duplicate Original."

(3) One copy, indicating the actual weight and storage location, shall be provided to the member or the overseas Civilian Personnel Officer upon request or when the state of the storage changes, i.e., transfer agreement, termination of storage, conversion to member's expense, etc.

(4) One copy indicating the actual weight and storage location shall be provided to the responsible RSMO contracting officer within 5 working days of the date on which the actual weight is received from the contractor.

(5) One copy shall be provided to the uniform service finance office.

c. Supplemental Service Orders.

(1) Supplemental DD Form 1164s shall be issued to authorize services, such as renewal or removal of a lot in storage or annual renewal of the fiscal year fund citation for the following fiscal year, for those lots remaining in storage after September 30. Renewals may be authorized by written notice to the contractor, such as manifest-type listings.

(2) When it is known prior to ordering services that part of a member's property will remain in storage while another part will be withdrawn within a short period of time, each part will be considered a separate lot and a separate DD Form 1164 shall be issued for each lot. When a member requests, and is entitled to, partial removal from a lot stored under a single DD Form 1164, a supplemental DD Form 1164 shall be issued for handling-out services to permit removal of the desired goods from the lot and for handling-in of that portion to be returned to storage. Partial removals will consist of only complete cartons or item numbers as listed on the inventory.

7. Warehouse Receipts. Each lot of HHG stored in a commercial facility shall be covered by a separate, nonnegotiable warehouse receipt. The contractor shall issue the warehouse receipt in the name of the member, in accordance with the terms of the BOA. The contractor shall mail, or otherwise deliver, the original and one copy of the warehouse receipt to the ordering officer. When the inventory is used as part of the warehouse receipt, a copy of the inventory may be attached to the original warehouse receipt. The use of a combination inventory-warehouse receipt form is acceptable if the document contains all of the information required by applicable laws and the BOA. When a combination inventory-warehouse receipt is used, the original copy shall be furnished to the ordering officer and a legible copy retained by the contractor.

8. Storage Outside an Installation's Area of Responsibility. When a lot is placed in storage outside an installation's area of responsibility, the ordering officer placing the lot in storage shall retain the storage account and all paperwork until application for shipment is received.

9. Removal from NTS. Whenever a lot, or part of a lot, is to be removed from storage, the ordering officer shall sign and return the original warehouse receipt to the contractor, along with the DD Form 1164 specifying the services to be performed. A copy of the warehouse receipt shall be retained for the ordering officer's files. Whenever part of a lot is removed from storage and part is to remain, the ordering officer shall obtain a new or revised warehouse receipt from the contractor for that portion remaining in storage. The NTS contractor shall be given a minimum five (5) work days notice prior to release of shipment.

10. Removal When Storage is Outside the Installation's Area of Responsibility. When a lot is placed in storage outside an installation's area of responsibility, the ordering

officer placing the lot in storage shall retain all paperwork and the storage account until the member's application for shipment is received. The ordering officer shall make arrangements with the contractor for release of the goods from storage. The member's application for shipment shall be forwarded to the TO having responsibility for the area in which the goods are stored. The gaining TO shall arrange for shipment of the goods and shall coordinate with the ordering officer, as required.

11. Local Delivery Reweigh Procedures. If a pattern of weight variance is detected in the weight of line-haul shipments moving out of a particular warehouse, the TO shall initiate local reweigh procedures.

a. The ordering officer shall negotiate a rate with the storage contractor not to exceed the current rate factors of the government rate tender (GRT) or military rate tender (MRT). When requesting local reweigh, cost comparisons shall be accomplished to ensure use of lowest rate or price available.

b. Local delivery reweigh requests shall be annotated on the DD Form 1164. It is recommended the TO or the TO's representative witness the reweigh to support any collection action involved for either party. A witnessed reweigh will aid the RSMO contracting officer in the event of disputes as well as in monitoring performance.

c. The ordering officer may request the contractor to use government scales for local reweigh when available and when reweigh will not cause delay to the contractor. If the contractor is required to use government scales and excess mileage is involved, the government may be liable for an extra charge since the terms of the original agreement have been modified.

d. One weight ticket is necessary when a lot is ordered out of NTS locally and when delivery is within the scope of the agreement. When there is a 200-pound variance (higher or lower), an additional weight ticket is required. This provision will not apply if weight discrepancies are due to missing items from a shipment that were a part of the weight at original pickup.

12. Storage Difficulties. Before the normal shipping season, the ordering officer shall notify the RSMO contracting officer of any actual or anticipated problems in obtaining commercial storage space. An information copy of such notice shall be provided to the MTMC Deployment Support Command. Problems that cannot be resolved by the RSMO contracting officer shall be forwarded for resolution to HQ MTMC.

13. Processing NTS for Personnel Assigned PCS Overseas and Notification of Member Pending Expiration of Entitlements and Conversion of Lots to Member's Expense.

a. Upon receipt of an application for NTS, the TO shall enter the estimated storage entitlement expiration date on the DD Form 1299, Block 13. This date shall be determined by adding the tour length to the reporting month cited in the orders. (Exception: Flag officers have no set tour length; however, since 48 months is a common period for assignment, 48 months shall be added to the month the property is placed in storage and entered in Block 13 of the DD Form 1299.)

b. Not later than 45 days before the first day of the month when the NTS entitlement is due to expire (as noted in Block 13 of the DD Form 1299), the TO shall notify the member by certified letter of the impending NTS entitlement expiration. A suspense date shall be established for return of information and a suspense file maintained.

c. The notification shall include:

(1) Date storage entitlement will expire.

(2) Suspense date for return of information.

(3) Net weight of HHG in storage chargeable to member's JFTR/JTR weight allowance.

(4) Storage company's name, address, service order number, and lot number.

(5) Statement that the member is to reply by the suspense date whether continued storage is required. The new PCS order, personnel action, or extension document; copy of separation order; or letter explaining the member's status shall be provided. DOD civilian employees shall provide correspondence from their civilian personnel office containing the new fiscal year fund citation for continued storage. Also state, if the member fails to return the letter to the TO advising of his or her status before the date NTS entitlement is due to expire, the government's responsibility for control and payment for NTS shall be terminated and the lot converted to a commercial account in the member's name at his or her expense. He or she shall then be responsible directly to the commercial contractor for storage costs.

d. If the certified letter notice is not returned with appropriate notations by the established suspense date, the TO shall contact the applicable military service personnel locator office to make a final attempt to locate the member. When all notification and locator efforts have failed the TO shall take necessary steps to convert the lot to the member's or employee's expense.

D. LOSS AND DAMAGE IN NONTEMPORARY STORAGE (NTS)

1. General. This subsection prescribes procedures to be followed by contracting and ordering officers when incidents of loss or damage of stored HHG occur.

2. Loss/Damage or Erroneous Shipments. If the contractor is unable to locate a lot or portion of a lot in storage, the TO and/or ordering officer shall notify contracting officer/RSMO who shall ensure the contractor is taking action to locate any missing items and collect information for contract interpretation which might be needed in the event of claims processing.

3. Missing Items. When missing items subsequently are found to be in the possession of the contractor, the contractor shall forward the items to the member by the mode of transportation selected by the ordering officer offering the least amount of delay. The contractor shall be responsible for any shipping charges in excess of the original cost had the delay not occurred.

4. Delivery of Wrong Items. If a contractor inadvertently ships or delivers wrong items, the contractor is liable for all excess costs associated with the return. The contractor shall select the mode of transportation offering the least amount of delay. Compensation to the contractor will not be more than the original cost.

5. Lost or Stolen Privately-Owned Firearms (POF). If a POF is lost or stolen while under the control of the warehouse, the RSMO shall determine whether the firearm was stored in accordance with the preaward survey guidelines and whether the loss was due to negligence of the warehouse. The failure of a contractor to report promptly a lost or stolen firearm shall result in the issuance of a cure notice by the RSMO contracting officer.

6. Contracting Officer's Procedures. Upon becoming aware of loss or damage to stored HHG due to fire, flood, or similar causes, the contracting officer, in coordination with the appropriate ordering officers, shall:

- a. Arrange immediately for a joint inspection of the damage.
- b. Direct the contractor to unpack and dry the goods, if necessary, and prepare a detailed report of loss or damage to each lot, by article or package, as listed on the warehouse receipt or inventory form.
- c. Monitor closely the contractor's performance to ensure that:
 - (1) The contractor's responsibility is discharged properly.
 - (2) The property is protected from further loss or damage.
 - (3) The contractor maintains detailed records of all services performed and materials used that are to be paid for by the government.

(4) The contractor promptly dries, cleans, and repacks all of the items that are handled during the rework process.

(5) The contractor's security measures will protect the goods from pilferage.

d. Request that the ordering officers engage a third party if the contractor does not have the capability to provide the required services.

e. Determine the contractor's liability under the terms of the BOA. All available means, including assistance from ordering officers and qualified organizations, shall be used in determining liability. The contracting officer shall prepare a report of each case in accordance with Chapter 410, paragraph D.

7. Ordering Officer's Procedures. Upon completion of the inspection of loss or damage, the ordering officers shall, as appropriate:

a. Direct the contractor to perform services such as laundering, dry cleaning, and oiling finished surfaces, if such actions are required to prevent further damage to, or deterioration of, the affected goods. Reconditioning of property, such as recovering upholstered pieces and refinishing finished articles, may not be performed as part of the services to prevent further damage or deterioration.

b. Inform the contractor of the method to be used in determining the new weight of lots when items have been lost or destroyed. When the new weight has been determined, the ordering officer shall issue a Service Order for Household Goods, DD Form 1164.

c. Advise the member in writing of any loss or damage to the member's goods.

d. Furnish the responsible RSMO contracting officer a copy of the report to the member.

e. Obtain the consent of the member or the member's authorized agent before ordering the disposal of any damaged goods. Upon receipt of consent, the ordering officer shall direct the contractor in the disposal of irreparably damaged goods.

8. Payment for Services. The unpacking, drying, and cleaning of damaged goods and preparation of the report of loss or damage shall be performed by the contractor at no cost to the government. All other services performed, such as dry cleaning, laundering, repacking, and handling-in, when ordered by the ordering officer, shall be paid for by the government at no cost to the contractor until ultimate liability for the loss or damage is determined. Payment for these services shall be made from the appropriation cited for payment of the storage charges.

9. Payment for Repacking of Shipments Released from Non-Temporary Storage.

a. Shipments packed for placement in NTS may not be repacked at government expense in preparation for line-haul movement without specific authorization from the origin TO. The origin TO shall authorize repacking at government expense only when it is determined to be necessary to protect the shipment from damage in transit to the final destination.

b. The TO may not authorize repacking at government expense when there is evidence that deterioration of the original packing occurred while the shipment was in the possession of the storage contractor. Repacking to correct packing deterioration occurring during storage is the responsibility of the storage contractor and shall be accomplished at no expense to the government. Conflicts in this area shall be referred by the TO to the responsible RSMO contracting officer for resolution.

c. The line-haul carrier will not be liable for preexisting damage noted on the storage inventory or exceptions noted at the time of pickup. The carrier shall be liable for concealed damage. To be released from liability, the burden of proof shall be on the carrier to show that loss or damage resulted before receipt of property by the line-haul carrier.

TEMPORARY COMMERCIAL STORAGE AT GOVERNMENT EXPENSE											
PRIVACY ACT STATEMENT											
<p>AUTHORITY: Title 37, US Code 406; Title 5, US Code 5726; and EO 9397, November 1943 (SSN).</p> <p>PRINCIPAL PURPOSE(S): To obtain certification from the member as to why temporary storage in addition to 90 days is required.</p> <p>ROUTINE USE(S): The data obtained on this form is used by the installation transportation officer to determine whether or not the member is entitled to additional temporary storage after the initial 90 days.</p> <p>DISCLOSURE: Voluntary, however, unless disclosed, member will not be authorized additional storage.</p>											
SECTION I - AUTHORIZATION FOR STORAGE AFTER THE FIRST 90 DAYS											
<p style="text-align: center;">Reference Paragraph U5375-B2, JFTR</p> <p>When, because of conditions beyond the control of the member, household goods in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized in advance or subsequently approved by the transportation officer or such other officer as the service may designate.</p>											
SECTION II - MEMBER'S STATEMENT OF FACTS											
<p>1. ADDITIONAL TEMPORARY STORAGE OF MY HOUSEHOLD GOODS IS NECESSARY, DUE TO CONDITIONS BEYOND MY CONTROL. THESE CONDITIONS ARE (X all that apply)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">a. SERIOUS ILLNESS OF THE MEMBER</td> <td style="width: 50%; padding: 5px;">e. NONAVAILABILITY OF SUITABLE CIVILIAN HOUSING</td> </tr> <tr> <td style="padding: 5px;">b. SERIOUS ILLNESS OR DEATH OF A DEPENDENT</td> <td style="padding: 5px;">f. AWAITING COMPLETION OF RESIDENCE UNDER CONSTRUCTION</td> </tr> <tr> <td style="padding: 5px;">c. IMPENDING ASSIGNMENT TO GOVERNMENT QUARTERS</td> <td style="padding: 5px;">g. OTHER REASON (Specify)</td> </tr> <tr> <td style="padding: 5px;">d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION</td> <td></td> </tr> </table>				a. SERIOUS ILLNESS OF THE MEMBER	e. NONAVAILABILITY OF SUITABLE CIVILIAN HOUSING	b. SERIOUS ILLNESS OR DEATH OF A DEPENDENT	f. AWAITING COMPLETION OF RESIDENCE UNDER CONSTRUCTION	c. IMPENDING ASSIGNMENT TO GOVERNMENT QUARTERS	g. OTHER REASON (Specify)	d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION	
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c. IMPENDING ASSIGNMENT TO GOVERNMENT QUARTERS	g. OTHER REASON (Specify)										
d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION											
2. MEMBER INFORMATION											
a. NAME (Last, First, Middle Initial)		b. RANK	c. SOCIAL SECURITY NUMBER								
d. SIGNATURE		e. DATE SIGNED (YYYYMMDD)									
SECTION III - APPROVAL											
3. INSTALLATION NAME		4. INSTALLATION ADDRESS (Include Zip Code)	5. DATE APPROVED (YYYYMMDD)								
<p>6. APPROVAL FOR AN ADDITIONAL 90 DAYS STORAGE IS GRANTED IN ACCORDANCE WITH PARAGRAPH U5375-B2, JFTR, DUE TO CONDITIONS CITED ABOVE.</p> <p>7. I CERTIFY THAT GOVERNMENT STORAGE FACILITIES ARE NOT AVAILABLE AT THIS INSTALLATION AND THAT COMMERCIAL STORAGE IS AUTHORIZED FOR A PERIOD <u>NOT TO EXCEED 90 DAYS</u>.</p> <p>8. ALL STORAGE AUTHORIZATION WILL EXPIRE ON (YYYYMMDD)</p> <p>Generally, Government claims coverage also expires that date. If you choose to keep your property in storage beyond that date, at your expense, it is recommended that you obtain private insurance coverage during that period. In addition, any claim against the Government for loss or damage to personal property pursuant to authorized Government storage must be filed within two years from the expiration date of authorized storage.</p>											
9a. APPLICABLE SPECIAL ORDER	b. PARAGRAPH	c. HEADQUARTERS	d. DATED (YYYYMMDD)								
e. ACCOUNTING CLASSIFICATION											
10. TRANSPORTATION OFFICER INFORMATION											
a. NAME (Last, First, Middle Initial)		b. RANK									
c. TITLE		d. SIGNATURE									

DD FORM 1857, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure 406-1. DD Form 1857, Temporary Commercial Storage at Government Expense.

STORAGE FACILITY RATES

Service	Government Storage	Commercial Storage (Basic Ordering Agreement)
Packing and protection as required by and incident to drayage and storage.	Per local packing and crating contract.	Item I and II. Schedule of Services and Rates and Household Goods (DD Form 1162-1).
Pickup of personal property at location, inventory, marking, tagging, loading, drayage or linehaul to warehouse, and there unloading onto warehouse platform.	Local contract and/or prevailing local commercial drayage rates. (If linehaul is involved, drayage may not be applicable and MRT or tariff rates apply.)	Item III, DD Form 1162-1. (If linehaul is involved, MRT or tariff rates apply.)
Handling-in, labor, and equipment required to place personal property in storage from warehouse platform; wrapping for storage which is in addition to that required for drayage to contractor or government warehouse; and preservation of items for and during storage.	Costs	Item IV, DD Form 1162-1.
Total storage cost for entire storage period.	Space rate factor.	Item V, DD Form 1162-1.
Handling-in, labor, and equipment required to remove personal property from storage and place onto warehouse platform, per local packing and crating contract.	Costs.	Item VI, DD Form 1162-1.

Figure 406-2. Storage Facility Rates.

SCHEDULE OF SERVICES AND RATES FOR HOUSEHOLD GOODS			
Rates listed in this schedule shall be inclusive of all charges for labor, materials, vans and equipment and incidental facilities and services necessary for the performing of the storage and related services specified in this schedule. All services to be performed under this schedule should be in accordance with requirements for services for storage of household goods. All service orders are subject to a minimum weight of 500 pounds.			
1. BASIC ORDERING AGREEMENT NUMBER		2. MODIFICATION NUMBER	
3. EFFECTIVE DATE (YYYYMMDD)			
4. SERVICE PERFORMED			
a. TITLE	b. DESCRIPTION	c. RATE	
(1) ITEM I PACKING	Packing and protection as required by and incident to drayage, marking, tagging and inventorying for storage. (Includes flat wardrobe cartons) (Rate per cwt.)	\$	
(2) ITEM II SPECIAL SERVICE	(a) Wardrobes: Upright wardrobes with minimum 18 inch bar. (Cost each) (b) Inventory of high value items as declared by the member or his agent. (Cost per inventoried carton)	\$	
(3) ITEM III DRAYAGE	Pickup at location, loading, weighing, drayage to warehouse and unloading onto warehouse platform. (Rate per cwt.)	ZONE	
		1	\$
		2	\$
		3	\$
		4	\$
		5	\$
		6	\$
(4) ITEM IV HANDLING IN	Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to contractor's warehouse and preservation of items for and during the storage period. (Rate per cwt.)	\$	
(5) ITEM V STORAGE	Storage per Clause H-5, Basic Ordering Agreement (Rate per cwt. per month)	\$	
(6) ITEM VI HANDLING OUT	Handling out, labor and equipment required to remove from storage and place onto warehouse platform. (Rate per cwt.)	\$	
(7) ITEM VII DELIVERY	Delivery, to include loading at contractor's warehouse platform and drayage to destination, unloading, including the placing in appropriate rooms in accordance with specifications (Rate per cwt.)	ZONE	
		1	\$
		2	\$
		3	\$
		4	\$
		5	\$
		6	\$
(8) ITEM VIII UNPACKING	Unpacking, including unpacking all barrels, crates, cartons, recording overage, shortage or damage found while unpacking, removing from owner's residence all empty containers, packing materials and other debris accumulated incident to unpacking in accordance with specifications. (Rate per cwt.)	\$	
5. SERVICE AREA. This agreement covers orders placed by using activities within the following area.			
6. GEOGRAPHIC DESCRIPTION OF EACH ZONE SHOWN IN ITEMS II AND VII ABOVE			
a. ZONE 1		b. ZONE 2	
c. ZONE 3		d. ZONE 4	
e. ZONE 5		f. ZONE 6	
7. CONTRACTOR CERTIFICATION STATEMENT I certify that I hold a valid operating permit/certificate for the zones on which I have submitted rates.			
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE	

DD FORM 1162-1, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WHE/DIOR, Sep 98

Figure 406-3. DD Form 1162-1, Schedule of Service and Rates for Household Goods.

SERVICE ORDER FOR PERSONAL PROPERTY										
1. TO (Contractor)					2. FROM (Ordering Office)					
a. NAME					a. NAME					
b. ADDRESS (Street, City, State, ZIP Code)					b. ADDRESS (Street, City, State, ZIP Code)					
3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____, SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:										
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. BASIC ORDERING AGREEMENT NUMBER		e. MODIFICATION NUMBER		
f. SERVICE ORDER NUMBER				g. LOT NUMBER		h. LOCATION OF PROPERTY (Street, City, State, ZIP Code)				
(1) OLD										
(2) NEW										
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE (YYYYMMDD)		k. STORAGE EXPIRATION DATE (YYYYMMDD)		l. ESTIMATED WEIGHT		m. WEIGHT IN STORAGE (ACTUAL)		
n. OWNER										
(1) NAME (Last, First, Middle Initial)					(2) PERMANENT ADDRESS (Street, City, State, ZIP Code)					
(3) PAY GRADE					(4) SSN					
4. NEW ACCOUNTS - SERVICES ORDERED										
a. PACKING ITEM I		b. SPECIAL SERVICES (1) WARDROBE - ITEM IIA		(2) EXPENSIVE/VALUABLE ITEM - ITEM IIB		c. DRAYAGE-IN ITEM III		d. HANDLING-IN ITEM IV		e. STORAGE ITEM V
RATE		NO.		RATE		NO.		RATE		RATE
\$				\$				\$		\$
5. REMOVAL ACTIONS										
a. APPROPRIATION IDENTITY				b. STORAGE REMOVAL DATE (YYYYMMDD)		c. DELIVERY ADDRESS (Street, City, State, ZIP Code)				
d. SERVICES ORDERED										
(1) HANDLING IN ITEM IV		(2) HANDLING OUT ITEM VI		(3) DRAYAGE-OUT ITEM VII		(4) UNPACKING ITEM VIII		(5) WEIGHT REHANDLED		(5) WEIGHT REMOVED
RATE		RATE		ZONE		RATE				
\$		\$				\$				
6. REMARKS										
7. SPECIAL INSTRUCTIONS										
a. MAIL INVOICES TO:										
b. STORAGE AUTHORITY:										
c. MAXIMUM WEIGHT CHARGEABLE TO GOVERNMENT _____ LBS. Weight in excess of such maximum will be charged to the owner.										
d. ESTIMATED COST OF THE SERVICES IS \$ _____. You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.										
e. ACCOUNTING CLASSIFICATION:										
8. CERTIFICATION (To be completed by Ordering Office) Commercial storage has been determined to be more economical than government storage.										
a. TYPED NAME (Last, First, Middle Initial)				b. TITLE		c. SIGNATURE		d. DATE SIGNED (YYYYMMDD)		

DD FORM 1164, SEP 1998 (EG)
Designed using Perform Pro, WHE/DIOR, Sep 98

PREVIOUS EDITION IS OBSOLETE

COPY DESIGNATION: ☐ Original ☐ 2 ☐ 3
(X) ☐ 4 ☐ 5 ☐ 6 ☐ 7

Figure 406-4. DD Form 1164, Service Order for Personal Property.

CHAPTER 407

MOBILE HOMES

A. GENERAL

1. This applies for the movement of privately owned mobile homes within CONUS, between CONUS and Alaska, and within Alaska.
2. Shipping costs will not exceed what it would have cost the government to ship the member's authorized weight allowance of HHG. Shipment options:
 - a. Member Tow. The member may tow the mobile home and file for reimbursement.
 - b. Government Arranged. The member makes arrangements through the TO.
 - c. Personally Procured. The member obtains authorization from the TO and draws an advance mobile home allowance.

B. COUNSELING

1. Refer to DOD Gen 43, "Moving Your Mobile Home" and Figure 407-4.
2. The TO will provide the information contained in the counseling checklist DD Form 1797 (See Figure 401-1).
3. For articles restricted for transport, refer to the Mobile Home Rate Solicitation.

C. RATES

1. One-time-only (OTO) rates for the movement of mobile homes are obtained from HQ MTMC. Refer to the Mobile Home/Boat Rate Solicitation for all carrier responsibilities and procedures. Local moves may be handled by the TO, except volume moves.
2. The following information pertains to mobile home one-time-only (MOTO) rates:
 - a. The TO responsible for shipping the mobile home will provide HQ MTMC the complete information contained in the MOTO Message Request Format (Figure 407-1).
 - b. MOTO requests should be made as soon as possible, but not less than 10 days prior to the pickup date. (Emergency requests will be handled as required.)

c. Shipments must be tendered to the carrier prior to the tender expiration date. A tender is valid for 30 days and can be extended. In the event that certain conditions (e.g., repairs, etc.) prevent pickup, HQ MTMC will be notified by the TO so necessary action can be taken.

d. The TO, upon request of the member, may authorize carrier to perform additional requirements not included in the MOTO rate, either by third-party service or negotiated rate. Services performed must be listed on DD Form 1863, Accessorial Services-Mobile Home (Figure 407-2), and certified by TO or member and normally shown on PPGBL.

e. TO must notify mobile home carrier immediately and notify HQ MTMC on all cancellations of MOTO movements. If cancellations are made less than 48 hours (not including weekends and holiday hours) prior to pickup (time begins at 0800 EST on the date of pickup), the carrier may bill for services ordered but not used.

3. Volume Movements.

a. A movement of five or more mobile homes from the same origin or commuting area to the same destination or commuting area will be considered a volume move.

b. The TO should submit a request for a volume move to HQ MTMC/MTPP-HS at least 30 days prior to the scheduled pickup date of the first shipment. Provide a copy of the request to destination TO. The required format is provided in Figure 407-3.

D. CARRIER OR AGENT FACILITIES

DOD-approved mobile home carriers are not required to have an agent or carrier-operated facility within the area of responsibility of an installation to be qualified to participate in mobile home traffic. A carrier may designate any DOD-approved storage facility.

E. AUTHORIZATION OF ACCESSORIAL SERVICES

1. The TO may authorize additional accessorial services, at the member's request.

2. Any repairs or other services necessary for the movement of a mobile home will be identified by the carrier on a DD Form 1863, supported by signed receipts for each repair or service provided. DD Form 1863 entries will be itemized and supported with third-party invoices indicating costs for labor and material separately. The member or destination TO will verify that the services are described correctly and supported properly before signing the DD Form 1863.

F. SHIPMENT PROCEDURES

1. When a mobile home is not ready for pick up within 48 hours of the agreed date, the TO will notify the carrier of the delay. A new pick-up date will be established based upon the date the mobile home will be ready for movement, the member's requirements, and the carrier's capability. Shipments must be tendered to carrier prior to expiration date (30 days from original solicitation pickup date).

2. Repairs and Services En Route to Destination.

a. The carrier is authorized to incur expenses up to \$150 per shipment without the prior approval of the member for necessary repairs and services while en route to destination. Such repairs and services do not include expenses for tire repair or replacement.

b. The member may authorize, in writing, on the reverse of the Mobile Home Checklist (Figure 407-4), any amount in excess of \$150 that the carrier may incur for repairs and services without first obtaining authorization from the member. The origin TO, based on the member's written authorization, may authorize the carrier to incur expenses above the \$150 limit, but not to exceed the amount specified by the member. The amount specified by the member will be annotated in the remarks blocks of both the PPGBL and DD Form 1863.

c. Should the cost of repairs or services exceed the authorized limit, the carrier will contact the origin or destination TO. The TO will contact the member to determine whether the movement of the shipment should continue.

3. Inventory of Articles Shipped in Mobile Home, DD Form 1412. Carrier will prepare and distribute in accordance with the rate solicitation.

4. Mobile Home Inspection Record, DD Form 1800. DD Form 1800 (Figure 407-5) describes a mobile home's condition before and after shipment. The origin TO will prepare a DD Form 1800 for each mobile home shipment and will give that document to the carrier with the PPGBL. The carrier will complete the origin portion of the form at the time of pick up. The destination portion will be completed by the carrier at destination. Sections of the form are reserved for the origin and destination TOs when a visual inspection of the mobile home is made by the TO.

a. Preparation by the Origin TO. Upon notification from the member that all pre-move requirements have been completed, the TO will prepare an original and five copies of DD Form 1800. The origin TO will complete Part I, II, and origin portion of part III.

b. Carrier Entries. If the member does not agree with the carrier's description of the mobile home's condition at origin or destination, the member will list exceptions on the reverse of the form. Regardless of exceptions taken, the member will sign the form.

c. Distribution. After completing the applicable portions of the inspection form, the carrier will make distribution in accordance with the rate solicitation. The destination TO will forward one copy, along with the completed Member's Report on Carrier Performance--Mobile Home, DD Form 1799 (Figure 407-6), to the origin TO. The origin TO will use these documents to close out the shipment performance file.

5. Joint Statement of Loss or Damage at Delivery, DD Form 1840/1840R. DD Form 1840/1840R will be used to record all loss or damage to each article listed on the inventory. The procedures in Chapter 410, Part B, will apply.

6. Member's Report on Carrier Performance - Mobile Homes, DD Form 1799. The destination TO will complete Section I, DD Form 1799, and provide to the member during the destination inspection. The member shall be instructed to return the form to the destination TO within 10 days.

7. Carrier Refusal for Shipment Due to Mobile Home Being Not Road-Worthy. If the carrier's inspection or a government inspector reveals a deficiency and renders the mobile home unsafe or unlawful for transportation, the origin TO will be notified and will instruct the member to have the deficiency corrected. If correction is not possible before or on the agreed date of pickup, the decision must be made by the TO and the member to either authorize payment for waiting time of the driver (and possibly an escort) while repairs, alterations, or modifications are being completed or to terminate the GBL and pay an attempted pick-up charge. If the driver elects to perform the necessary work, waiting time is not authorized; however, the member is responsible for furnishing the required materials and/or supplies to make the mobile home road-worthy. Under no circumstance may the TO release the mobile home for shipment until it is considered by both the carrier and the TO to be safe and practicable to move.

8. Use of Commercial Wrecker Service.

a. The member will inform the TO when wrecker service may be required at origin. The carrier will inspect the ground leading to and under the mobile home to determine whether the mobile home may be moved safely. If ground conditions are such that the mobile home will be damaged by the carrier's equipment, the carrier will contact the TO and request authorization to use commercial wrecker service.

b. When it is determined that wrecker service is required, the TO will authorize the carrier to make the necessary arrangements. The carrier will bill the government for the actual cost of service. The wrecker service invoice will be attached according to billing instructions.

9. Transit Load Limitations.

a. The design and construction of a mobile home only allows for the weight of all fixed service equipment, plumbing fixtures, heating and air conditioning equipment, appliances, and built-in furniture.

b. In the movement of a mobile home, the manufacturer's recommended gross weight may not be exceeded. If the recommended gross weight is unknown, an allowance of three pounds per square foot of unused (open) floor area may be permitted for the added weight of items to be left in the mobile home during movement, as determined by the carrier.

c. If the mobile home exceeds the manufacturer's recommended gross weight, the member will be provided the opportunity to arrange for a separate shipment of excess items or to dispose of them by some other means. See JFTR, para U5330-F5.

10. Termination of Mobile Home Shipment. A shipment will be terminated when ordered by TO. Termination of service will normally be used in cases of violation of federal, state, or local laws; violation of Tender of Service; improper performance of service; or cancellation of member's orders. The following applies:

a. Any charges for authorized services, performed to point of termination, will be paid in accordance with rate tender.

b. SIT charges will be paid when authorized by the TO.

c. A termination of service that requires the transfer of a mobile home from one carrier to another must be coordinated with HQ MTMC/MTOP-O. At the time of transfer, each carrier will verify the inventory and note any damage to the mobile home. The TO will issue a new PPGBL to the new carrier that cross references the PPGBL of the terminated carrier.

d. Upon receipt of the termination notice, the carrier will advise the TO the location of the shipment and effect the required change in the documentation. The TO will issue a PPGBL Correction Notice to show termination point and correct the applicable rate and notify HQ MTMC/MTOP-O.

11. Third Party Services. When requested and approved by the TO, the carrier will arrange for third party services not included in the MOTO rate.

G. STORAGE IN TRANSIT (SIT)

1. Authorization for SIT. The location of the SIT facility will be at the discretion of the carrier, but will be so located to afford timely delivery to destination and will be approved for use by a TO. Refer to the PPCIG for a listing of approved SIT facilities

a. Origin. SIT will only be used when authorized by the TO and annotated on the PPGBL or DD Form 1863.

b. En Route. If an approved DOD SIT facility is not available at origin or destination, the TO will coordinate efforts with the carrier to use any DOD-approved SIT facility along the proposed route of movement. The TO originating the shipment will serve as the point of contact with the carrier until the shipment arrives in the destination TO's area of responsibility.

c. Destination. When the carrier notifies the destination TO of the mobile home's arrival and the member cannot be contacted, the destination TO will issue a SIT control number to the carrier. The SIT location, the SIT control number, and the date the shipment is placed in SIT will be entered on the DD Form 1863.

2. Withdrawal of HHG from SIT Facility. Members may withdraw HHG from the mobile home while it is in SIT provided coordination is accomplished with the TO. However, movement of the HHG withdrawn will be accomplished by the member at no expense to the government.

3. Delivery Out of SIT. When requested by the member, the TO who has control of shipment will contact the carrier for delivery. The TO will complete the SIT block of the DD Form 1863.

H. SHIPMENT TO AND WITHIN ALASKA

1. Mobile Home Problems in Alaska.

a. Mobile homes constructed with sufficient insulation to afford protection from the cold in CONUS may be insufficient during the lengthy cold weather periods in Alaska, where temperatures often reach minus 50 degrees or lower. The member will be advised of the strict construction standards that apply on mobile homes entering the State of Alaska. Members applying for shipment will produce a document indicating the mobile home complies with the State of Alaska specifications. Information concerning Alaska standards can be obtained from the State of Alaska, Department of Commerce, Weights and Measures, 2263 Spenard Road, Anchorage AK 99503.

b. Consignment Instructions. Shipments of mobile homes from CONUS to Alaska will be consigned in accordance with the PPCIG.

2. Shipments Within Alaska. Intrastate mobile home shipments in Alaska will be governed by the same procedures applicable to CONUS movements and in accordance with specific state regulatory agencies.

I. QUALITY CONTROL The TO will inspect as many mobile home shipments as possible originating and terminating within the TO's AOR.

J. CARRIER PERFORMANCE

1. Carrier Performance Files. Each origin TO will establish a carrier performance file for each mobile home carrier qualified to serve the installation's area of responsibility. The file will contain all pertinent data relating to the carrier's performance.

2. Unsatisfactory Performance. When a carrier or carrier's agent violates any provision of the Tender of Service, rules, and regulations of applicable rate tariffs/tenders, legal requirements, or commits unethical acts, the TO will take appropriate action. As a minimum, the TO will report any violations and/or unsatisfactory service to HQ MTMC/MTPP-HS.

MOTO MESSAGE REQUEST FORMAT

FROM: (TO)

TO: CDR MTMC FALLS CHURCH VA//MTPP-HS//

SUBJECT: REQUEST FOR MOBILE HOME ONE-TIME-ONLY (MOTO) RATE

UNCLAS

1. MEMBER'S NAME/RANK/SSN AND MILITARY SERVICE.
2. PICKUP POINT (INCLUDE COMPLETE ADDRESS, LOT NUMBER, MOBILE HOME PARK, COUNTY/PARISH, CITY, STATE, AND ZIP CODE).
3. DESTINATION POINT (INCLUDE COMPLETE ADDRESS, LOT NUMBER, MOBILE HOME PARK, COUNTY/PARISH, CITY, STATE, AND ZIP CODE).
4. PICK UP DATE.
5. REQUIRED DELIVERY DATE.
6. SERVICES TO BE PERFORMED BY CARRIER (USE SOLICITATION ITEM NUMBERS, TO INCLUDE ANY ACCESSORIAL SERVICES AND ANY SPECIAL SERVICES REQUIRED FOR THE MOVEMENT OF THE MOBILE HOME, I.E., WRECKER SERVICE, CRANE, ETC.).
7. REQUIREMENT AND LOCATION OF SIT.
8. MOBILE HOME STATISTICS: (LENGTH, WIDTH, HEIGHT, YEAR, MAKE, MODEL, IF DOUBLE WIDE OR HAS AN EXPANDO, DIMENSIONS OF EXPANDO, MANUFACTURE'S WEIGHT, AND MANUFACTURER'S DESIGN ZONES FOR ROOF, HEAT AND WIND).

Figure 407-1. MOTO Message Request Format.

9. THE NUMBER OF AXLES WITH TIRES AND THE NUMBER OF BRAKING AXLES ON THE MOBILE HOME, IF DOUBLE-WIDE, NUMBER AXLES WITH TIRES ON EACH HALF.
10. PICKUP CONDITIONS AT ORIGIN SITE (ANY UNUSUAL CIRCUMSTANCES AT SITE OR WITH THE HOME).
11. ORIGIN GBLOC.
12. DESTINATION GBLOC.
13. TRANSPORTATION OFFICE POC (INCLUDE OFFICE NAME, DSN AND COMMERCIAL PHONE NUMBERS)

Figure 407-1. MOTO Message Request Format (Cont')

ACCESSORIAL SERVICES - MOBILE HOMES <i>(Prescribed by DoD 4500.34R)</i>			
SECTION I - IDENTIFICATION OF SHIPMENT			
1. ORDERING ACTIVITY/INSTALLATION	2a. OWNER NAME <i>(Last, First, Middle Initial)</i>	b. RANK OR GRADE	
3. MOBILE HOME DESCRIPTION			
a. MAKE	b. SERIAL NUMBER	c. SIZE	d. YEAR
4. BILL OF LADING NUMBER		5. DATE OF SHIPMENT <i>(YYYYMMDD)</i>	
6. ORIGIN OF SHIPMENT		7. DESTINATION OF SHIPMENT	
SECTION II - CERTIFICATE OF CARRIER			
8. CARRIER FURNISHED MATERIALS/PERFORMED SERVICES AS INDICATED HEREON <i>(X as applicable)</i>			
<input type="checkbox"/> AT ORIGIN	<input type="checkbox"/> AT DESTINATION	<input type="checkbox"/> OTHER	
9. REMARKS			
10a. CARRIER NAME			b. SCAC
11. CARRIER REPRESENTATIVE			
a. SIGNATURE	b. TITLE	c. DATE SIGNED <i>(YYYYMMDD)</i>	
SECTION III - STORAGE-IN-TRANSIT (SIT) <i>(Carrier will enter complete information or "NONE")</i>			
12. STORED AT <i>(City and State)</i>		13. SIT CONTROL NUMBER	
14. DATE IN <i>(YYYYMMDD)</i>	15. DATE OUT <i>(YYYYMMDD)</i>	16. NUMBER OF DAYS	
13a. TRANSPORTATION OFFICER SIGNATURE			b. DATE SIGNED <i>(YYYYMMDD)</i>

DD FORM 1863, SEP 1998 (EG)

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Figure 407-2. DD Form 1863 Accessorial Services - Mobile Home

SECTION IV - ACCESSORIAL SERVICES PROVIDED <i>(Carrier will enter complete information or "N/A")</i>			
14. ORIGIN SERVICES			
DESCRIPTION (1)	UNIT PRICE (2)	CHARGE OR NO CHARGE (N/C) (3)	
a. UNBLOCK			
b. PACK			
c. UNANCHOR			
d. UNSKIRT			
e. EXPANDO - REMOVE			
f. DOUBLE-WIDE - SEPARATE			
g. UTILITIES - DISCONNECT			
h. LABOR CHARGE			
i. WAITING TIME			
j. PREPARATION FOR MOVEMENT			
k. APPLIANCE SERVICING			
l. OTHER:			
15a. CARRIER SIGNATURE			b. DATE SIGNED (YYYYMMDD)
DO NOT SIGN UNTIL CARRIER HAS COMPLETED ALL COLUMNS IN ITEM 14 ABOVE.			
16a. MEMBER SIGNATURE			b. DATE SIGNED (YYYYMMDD)
17. DESTINATION SERVICES			
DESCRIPTION (1)	UNIT PRICE (2)	CHARGE OR NO CHARGE (N/C) (3)	
a. BLOCK			
b. UNPACK			
c. ANCHOR			
d. SKIRT			
e. EXPANDO - INSTALL			
f. DOUBLE-WIDE - REASSEMBLE			
g. UTILITIES - RECONNECT			
h. LABOR CHARGE			
i. WAITING TIME			
j. OTHER:			
18a. CARRIER SIGNATURE			b. DATE SIGNED (YYYYMMDD)
DO NOT SIGN UNTIL CARRIER HAS COMPLETED ALL COLUMNS IN ITEM 17 ABOVE.			
19a. MEMBER SIGNATURE			b. DATE SIGNED (YYYYMMDD)

DD FORM 1863 (BACK), SEP 1998

Figure 407-2 (Cont'). DD Form 1863 (Accessorial Services - Mobile Home)

MOBILE HOME VOLUME MOVE MESSAGE REQUEST FORMAT

The following message format will be utilized to request volume move rates for mobile homes:

FROM: TO

TO: CDR MTMC FALLS CHURCH VA //MTOP-O//

SUBJECT: MOBILE HOME VOLUME MOVEMENT REQUEST

UNCLAS

1. ORIGIN (CITY/STATE).
2. DESTINATION (CITY/STATE).
3. ORIGIN TO (INCLUDING GBLOC).
4. DESTINATION TO (INCLUDING GBLOC).
5. NUMBER OF SHIPMENTS (GROUPED TOGETHER BY SIZE WITH THE FOLLOWING INFORMATION INCLUDED FOR EACH MOBILE HOME).
6. SIZE OF TRAILER (WIDTH, LENGTH, HEIGHT, MAKE, MODEL, IF DOUBLE WIDE, DIMENSIONS OF EXPANDO, MANUFACTURE'S WEIGHT, AND YEAR).
7. THE NUMBER OF AXLES WITH TIRES AND THE NUMBER OF BRAKING AXLES ON THE MOBILE HOME, IF DOUBLE-WIDE, NUMBER AXLES WITH TIRES ON EACH HALF.
8. SERVICES TO BE PERFORMED BY CARRIER. (USE MOBILE HOME SOLICITATION ITEM NUMBERS, TO INCLUDE ANY ACCESSORIAL SERVICES AND

Figure 407-3. Mobile Home Volume Move Message Request Format.

MOBILE HOME VOLUME MOVE MESSAGE REQUEST FORMAT (Cont')

ANY SPECIAL SERVICES REQUIRED FOR THE MOVEMENT OF THE MOBILE HOME, I.E.,
WRECKER SERVICE, CRANE ETC.)

9. EFFECTIVE PERIOD OF TIME FOR MOVEMENT OF SHIPMENTS.

10. ESTIMATED NUMBER OF SHIPMENTS TO BE TENDERED DAILY OR ACCORDING TO
OTHER KNOWN SCHEDULE.

11. INELIGIBLE MOBILE HOME CARRIERS, IF APPLICABLE.

12. SIT REQUIREMENTS, IF ANY.

13. TO POC (INCLUDE NAME AND PHONE NUMBER (DSN AND COMMERCIAL
TELEPHONE NUMBER)

Figure 407-3. Mobile Home Volume Move Message Request Format (Cont')

MOBILE HOME COUNSELING CHECKLIST

Include the following items in the Mobile Home Checklist:

1. Advise member of projected excess costs. After receiving the MOTO rate, advise member of updated excess cost.
2. Most states have special regulations with respect to the speed/route of travel, time of day and week a mobile home may be moved, weather conditions, lighting, escorts, etc., that may affect the transit time/cost.
3. Alaska requires a document indicating the mobile home complies with the state of Alaska specifications.
4. Advise members of design requirements in United States to include dimensions allowed, structural roof design, heating and cooling design, and structural wind zone design.

Figure 407-4. Mobile Home Counseling Checklist.

MOBILE HOME INSPECTION RECORD						1. DATE (YYYYMMDD)			
PRIVACY ACT STATEMENT									
AUTHORITY: 37 USC 406; 5 USC 5726; and E.O. 9397. PRINCIPAL PURPOSE(S): To document inspection of Mobile Homes and account for any violations of the carrier's tender of service; and to act as supporting documentation for any action arising from a carrier's unsatisfactory performance. ROUTINE USE(S): Information contained in this system of records may be provided to a carrier in the course of adjudication or other action taken for unsatisfactory performance reasons. DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.									
PART I - SHPMENT IDENTIFICATION									
2a. NAME OF CARRIER			b. SCAC		c. CARRIER FREIGHT BILL NUMBER <small>(To be completed by carrier at origin.)</small>			d. GOVERNMENT BILL OF LADING NUMBER	
3a. NAME OF MEMBER			b. SOCIAL SECURITY NUMBER				c. RANK/PAY GRADE		
4a. ORIGIN SHIPPING OFFICE			b. GBLOC NO.		5a. DESTINATION SHIPPING OFFICE			b. GBLOC NO.	
c. ORIGIN ADDRESS <small>(Include city, state and zip code.)</small>					c. DESTINATION ADDRESS <small>(Include city, state and zip code.)</small>				
PART II - SPECIFICATIONS									
6a. MOBILE HOME <small>(Make)</small>				7. TIRES <small>(To be completed by the carrier at origin)</small>					
				(1) SIZE		(2) PLY RATING		(3) MFR SERIAL NO.	
				a. LEFT 1					
b. MODEL		8. DIMENSIONS <small>(Actual)</small>		b. LEFT 2					
		(1) FEET & INCHES		(2) EXPANDO		c. LEFT 3			
		a. HEIGHT				d. LEFT 4			
						e. RIGHT 1			
c. SERIAL NUMBER		b. LENGTH				f. RIGHT 2			
						g. RIGHT 3			
		c. WIDTH				h. RIGHT 4			
* CONDITION: G - GOOD; F - FAIR; P - POOR									
PART II - INSPECTION									
9. ORIGIN INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home is made at origin by the Carrier or the ITO. DESTINATION INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home is made at destination by the Carrier or the ITO.						(1) ORIGIN		(2) DESTINATION	
						(a) CARRIER (b) ITO		(a) CARRIER (b) ITO	
						YES	NO	YES	NO
a. Was the Mobile Home unblocked?									
b. Do springs have adequate/normal arch?									
c. Is there a minimum 3-inch clearance over each tire?									
d. Does Mobile Home appear to be overloaded?									
e. Do structural members, including A-Frame, appear sound - no damage?									
f. Are all visible frame to body attachments/bolt connections in place and unbroken?									
g. Does exterior paneling/molding appear to be tight and secure?									
h. Are brake and clearance lights and turn signals operable at time of hook up?									
i. Does member acknowledge that wheel bearings have been packed within the last 90 days?									
j. Is Mobile Home equipped with operable brakes at time of hook up?									
k. Are wheel lugs tight?									
l. Does member acknowledge that plumbing has been drained and protected from freezing?									
m. Does member acknowledge that all appliances/utilities have been serviced?									
n. Have attached items been detached and stowed inside <small>(TV antenna, air conditioner, etc.)?</small>									
o. Are all fixtures which cannot be removed anchored securely?									
p. Have all utilities been disconnected and secured?									
q. Does member acknowledge that all prohibited items have been removed?									
r. Does member acknowledge that all loose items/accessories in closets/cabinets have been properly packed and secured?									
s. Have loose furniture and heavy moveable items been secured above and forward of axles?									
t. Are drawers, cabinets, and sliding doors secured or taped?									
u. Are mirrors, windows and other glass cross (X) taped?									
v. Is Mobile Home equipped with valid license or permit?									
w. Are interior contents properly inventoried and inventory provided to carrier?									
x. Does the Mobile Home meet the transportation safety standards of destination and intermediate states?									
y. Do exterior doors lock? Have keys been given to carrier?									

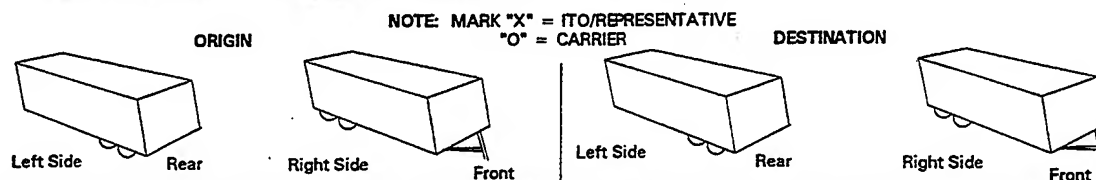
DD FORM 1800, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

WHS/DIOR, Oct 98

Figure 407-5. DD Form 1800, Mobile Home Inspection Record

10. GENERAL CONDITION. Record degree and precise location of any apparent damage at origin or destination to the Mobile Home equipment (fixed or installed), including interior and exterior surface such as dented panels, loose or missing trim, broken windows, scratched or marred surfaces, etc. USE DIAGRAM TO ILLUSTRATE DAMAGES. Use the illustrated codes to indicate origin/destination damage and who performed inspection. If no damage exists, indicate NONE.



11. REPORT OF DAMAGES INDICATED. (Condition of Mobile Home and fixtures at "ORIGIN" and "DESTINATION" is as described above.)

12. ORIGIN ITO/INSPECTOR (If applicable) TYPED OR PRINTED NAME (Last, First, Middle Initial)		13a. ORIGIN ITO/REPRESENTATIVE SIGNATURE		b. DATE (YYYYMMDD)
14a. ORIGIN CARRIER REPRESENTATIVE SIGNATURE	b. DATE (YYYYMMDD)	15a. ORIGIN MEMBER/AGENT SIGNATURE		b. DATE (YYYYMMDD)
16. DESTINATION ITO/INSPECTOR (If applicable) TYPED OR PRINTED NAME (Last, First, Middle Initial)		17a. DESTINATION ITO/REPRESENTATIVE SIGNATURE		b. DATE (YYYYMMDD)
18a. DESTINATION CARRIER REPRESENTATIVE SIGNATURE	b. DATE (YYYYMMDD)	19a. DESTINATION MEMBER/AGENT SIGNATURE	b. DATE (YYYYMMDD)	c. TIME OF DELIVERY

DD FORM 1800 (BACK), SEP 1998

Figure 407-5 (Cont'). DD Form 1800, Mobile Home Inspection Record

MEMBER'S REPORT ON CARRIER PERFORMANCE - MOBILE HOME				
SECTION I - TO BE COMPLETED BY DESTINATION ITO				
1. DATE (YYYYMMDD)	2. REQUIRED DELIVERY DATE (YYYYMMDD)	3. GOVERNMENT BILL OF LADING NUMBER		
4a. NAME OF MEMBER (Last, First, Middle Initial)	b. GRADE	5. NAME OF CARRIER		
6. ORIGIN INSTALLATION		7. PICKUP ADDRESS (Street, Apartment No., City, State, ZIP Code)		
8. DESTINATION INSTALLATION		(X if:) <input type="checkbox"/> TRAILER COURT <input type="checkbox"/> STORAGE FACILITY		
SECTION III - TO BE COMPLETED BY MEMBER				
<p>Complete every item applicable by placing an "X" in the column under "YES" or "NO". All items marked "NO" will be considered as carrier deficiencies and the performance of the carrier will be evaluated for this shipment based on items listed below. A "NO" answer must be explained or your response CANNOT BE USED TO RATE THE CARRIER.</p>				
			YES	NO
9. Did the carrier pick up the mobile home on the agreed date?				
10. Did the carrier provide all the required services?				
11. Was the mobile home offered for delivery on or before the required delivery date?				
12. Was the mobile home and its contents delivered without loss or damage? If "NO", what is the estimated value of the loss and/or damage? \$ _____				
13. Was the carrier cooperative in checking the condition of your mobile home upon delivery?				
14. Did the carrier provide you a completed mobile home inspection record at origin?				
15. Did you consider the carrier personnel:				
a. Courteous				
b. Cooperative				
c. Neat in appearance				
16. Were you satisfied with the carrier's services on this movement of your mobile home at:				
a. Origin				
b. Destination				
17. Were the Transportation Office personnel courteous and helpful to you?				
18. COMMENTS (Briefly explain all "NO" answers.)				
19. SIGNATURE OF MEMBER			20. DATE (YYYYMMDD)	
SECTION III - TO BE COMPLETED BY DESTINATION ITO				
21. (X if applicable) <input type="checkbox"/> NO RESPONSE RECEIVED FROM MEMBER		22. NAME OF DESTINATION ITO (Last, First, Middle Initial) (Type or print)		
23. SIGNATURE		24. DATE (YYYYMMDD)		

DD FORM 1799, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE

Figure 407-6. DD Form 1799, Member's Report on Carrier Performance - Mobile Home

CHAPTER 408

TRANSPORTATION OF PRIVATELY-OWNED VEHICLES (POVs)

A. GENERAL

1. This chapter prescribes procedures and provides guidance for the shipment, by surface means only, of member's POVs.
2. This chapter applies to all POV shipments for members entitled to have a POV shipped at government expense, in accordance with the JFTR/JTR and appropriate DOD Component publication.
3. These provisions apply to the shipment of POVs within CONUS; to, from, and between CONUS and overseas; and intertheater areas.
4. Information regarding restrictions can be found in the appropriate DOD Component publication and general instruction sections of the PPCIG, Volume II.
5. Purpose of the DD Form 788 is:
 - a. Inspecting and reporting the condition of the POV and detecting damage and pilferage during shipment. The form will give a complete description of the POV's condition during all phases of shipment when it is in the custody of the government.
 - b. Determining the validity of claims for loss or damage and for determining third-party responsibility. Since the vehicle is reinspected at each phase of the shipment, responsibility for loss or damage can be determined accurately.

B. RESPONSIBILITIES

1. TO Responsibilities. Counsel the member using DD Form 1797 and prepare DD Form 788 when appropriate. Consult the MTMC pamphlet "Shipping Your POV."
2. The vehicle processing center (VPC) will initiate the DD Form 788 (Figure 408-1 through 408-3) and perform a joint pre-move inspection with the member. The individual making the inspection will mark the appropriate code on the vehicle illustrations at the approximate location(s) of exterior damage. The POV condition codes will be used to illustrate the type of damage to the exterior of the POV in Item 8 and the interior in Items 9 and 10. The DD Form 788 will be annotated at each transfer point to ensure claims liability is established.

C. DOD EXPORT/IMPORT CONTROL PROGRAM

1. The EPA has changed its vehicle import program to eliminate the need for DOD Catalyst Control Program. Due to the rapidly growing availability of unleaded gasoline worldwide and diminishing impact on air quality by U.S. version vehicles driven overseas, EPA no longer requires plumbtismo testing, or requires DOD follow-up with service members to ensure catalyst systems are re-installed or replaced. The exception to this is those vehicles which have been altered or modified. (For example: Those that have had their original engines switched, or that have had alterations for improved performance). They must be entered through customs under bond and restored to the original certified configuration or imported by independent commercial importer (ICI), who would be responsible for converting and testing the vehicle to demonstrate compliance with EPA requirements.

2. EPA considers vehicles with removed or damaged catalysts, oxygen sensors and/or fuel filler neck restrictors to not be altered or modified, and thus, will not require them to be bonded by customs. However, when importing unaltered U.S. version POVs into the U.S. with or without removed or damaged catalyst systems, the member or their agent must sign the following attestation statement which will be attached to the private vehicle document, DD Form 788 and DD Form 788-1. "If the catalyst or oxygen sensor or fuel filler neck restrictor were removed or damaged, the importer attests that the catalyst and oxygen sensor and fuel filler neck restrictor as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation:

- a. The fuel tank will be drained and refilled with unleaded gasoline.
- b. The catalyst and oxygen sensor, if they were left on the vehicle during use of the leaded gasoline, will be replaced, if necessary." No such action is required for motorcycle/mopeds.

3. In addition to federal emission control standards, California has its own program for regulating importation of nonconforming vehicles. If you are on assignment to California, you will need to comply with that state's emission-control requirements in addition to federal requirements. For more information on California's requirements, contact:

State of California
Air Resources Board
Mobile Source Control Division
9528 Telstar Avenue
El Monte CA 91731
Telephone: 1-800-575-6800 or (818) 575-6858

D. TURN-IN OF PRIVATELY-OWNED VEHICLES

1. The MOT is responsible for shipping and receiving POVs between ports listed in Appendix BD, Parts I and II.

2. Approval for a POV shipment from a primary port is not required before POV turn-in at the port.

3. Approval for Shipment To/From an Alternate Port. Prior approval of a member's request for a POV to be shipped to/from an alternate port is required from the TO prior to being turned in to the alternate port; however, the alternate port must be in the same country as the designated port provided the member reimburses the Government for any excess cost involved (See Figure 408-4). An alternate port in a different country is authorized or approved by the Secretary concerned, JFTR, para (U) 5435-B. This authority shall not be delegated. See DOD component publication for delegation of approval authority.

4. The procedures for requesting shipment through an alternate port are as follows:

a. The member will request alternate port shipment approval from the TO providing the counseling service. Navy shippers must obtain alternate port shipment approval from BUPERS.

b. The origin TO will counsel the member concerning the excess costs resulting from shipment to and from other than the authorized ports. Collection arrangements will be made in accordance with the appropriate DOD Component publication.

c. Uniformed members no longer in a pay status and civilian employees effecting shipments through alternate ports must pay the excess costs prior to the move.

d. In determining excess costs the TO will contact the nearest port facility and obtain estimated costs when an alternate port is elected. If the port facility is unable to provide cost estimates, contact HQ MTMC/MTOP-O for the appropriate information.

5. Assignment of Required Delivery Date (RDD) to POVs. RDDs will be assigned by the port at the time of vehicle turn-in. Factors entering into the RDD calculation are the number of days required for processing, port hold time, vessel availability, ocean transit time, processing time at the port of discharge, and number of days for the inland/transshipment movement to final destination (if required).

E. MEMBER'S RESPONSIBILITY

1. The member will ensure the POV is in safe operating condition and meets all host-country restrictions and requirements when turned in at the port or POV processing

center for shipment. POVs that do not meet host-country standards may be impounded by local authorities and not permitted to leave the port.

2. To have a long-term leased vehicle (12 months or longer) shipped to the permanent duty station, designated place, or other authorized destination; the member must provide written authority from the leasing company for movement in accordance with the JFTR, Appendix A, and JTR, Appendix A. All requirements stated in the lease are the responsibility of the member.

3. The member will ensure that only authorized personal articles remain in the POV when turned-in for processing. The following items are not allowed to be shipped in the POV:

- a. Household items and camping equipment.
- b. Tools (in excess of \$200 value).
- c. Radios, citizen-band radios, tape decks, tapes, and cassettes not installed as permanent equipment.
- d. The shipment of flammable or hazardous material, including flares, oils, waxes, and polishes, is prohibited, except for small quantities of touch-up paint (between .5 and 3 oz), when properly sealed to prevent leakage and will not pose a hazard during movement.

4. Items of personal property specified below may be left in the vehicle:

- a. Items considered to be normal vehicular tools such as; jacks, tire irons, lug wrenches, tire chains, fire extinguishers, mechanical tire inflater, first aid kits, jumper cables, warning triangle/trouble lights, and basic hand tools, i.e., screwdrivers, pliers, wrenches, and hammers.
- b. One spare tire and two tires with wheels (either mounted or unmounted).
- c. Cribs or child's car seats.
- d. Luggage racks, small items such as thermos bottles, bottle warmers, car cushions, blankets, and similar items for the comfort or convenience of the member during long motor trips. Such items may be shipped with the vehicle only if they can be loaded into and secured in the carton (26 inches x 10 inches x 14 inches) normally provided for vehicular tools and accessories. For POVs to be containerized, these articles may be placed in the trunk without a carton.
- e. Catalytic converters, catalyst components (pellets), oxygen sensors, or pipe segments used to replace converters in overseas areas.

f. Purged propane tanks on camper or motor home-type vehicles. (Written certification of purging will be provided by a professional individual or company qualified to perform such purging--not by the member.)

5. The member will turn-in one complete set of keys (including a gas-cap key, if applicable) with the vehicle at the time of delivery to the vehicle processing point. The member should be counseled to retain a second complete set of keys and to have them available at the time of pickup at destination. When the vehicle's design permits, the vehicle, the trunk, and the glove compartment will be locked by the member.

6. Because a vehicle may be subjected to freezing temperatures during transit, the member will safeguard the vehicle's cooling system with a nonalcoholic, permanent-type antifreeze solution testing to minus 20 degrees Fahrenheit or lower, if the military shipping agency determines it to be necessary. If the member decides not to fulfill this requirement, an appropriate signed release will be secured by POV processing personnel.

7. The member will ensure that the POV contains no more than one-fourth tank of fuel when it is delivered to the loading MOT. The fuel system may be drained before shipment and only a minimum replacement will be made at destination.

8. The member will ensure that all exterior surfaces and undercarriages of POVs are clean and free of soil and other foreign matter before turn-in. The member will provide the destination terminal an address where notification can be made of arrival and availability for pick up of the POV.

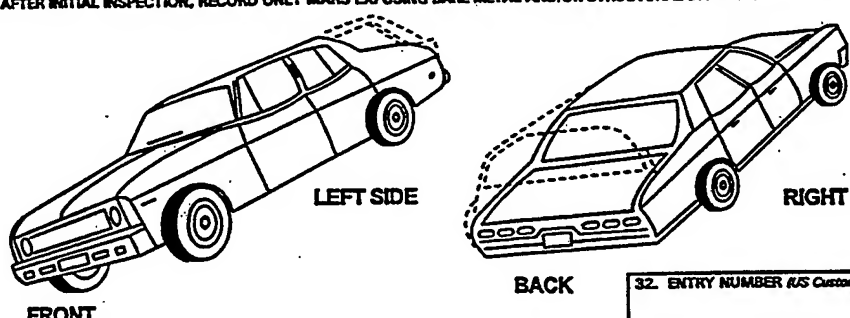
9. A letter of authorization, power of attorney, or other acceptable evidence of agency will be required to deliver a vehicle by someone other than the member's spouse (when the spouse is on the orders). A power of attorney is necessary for anyone other than the member, including the spouse, to pick up a vehicle. Notarization is not necessary except when a POV is being shipped to the Philippines by someone other than the member.

10. If the POV is not picked up by the member within a reasonable period of time (normally not to exceed 45 days from the postmarked date of the notification of arrival) and the storage space is required by the unloading MOT, the terminal commander may place the vehicle in commercial storage at the member's expense. The member will be advised 15 days in advance by return-receipt-required mail of the date the POV will be turned-in to commercial storage and that any charges resulting from such commercial storage will be payable by the member directly to the storage firm. When POVs are placed in commercial storage, the member will be advised of the date such storage began and the name, address, and telephone number of the commercial storage firm.

11. The member will ensure installed auto alarm or anti-theft device(s) is turned off or otherwise disabled prior to being turned in.

F. CHANGE OF HOME PORT

The TO will submit a request to HQ MTMC, theater CINC, or designated representative by electronic means, as soon as possible or at least 10 days prior to pickup date of the first vehicle (See Figure 408-5).

PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE													
TCMD DATA	1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-18)	5. POE (21-23)	6. POO (24-26)	7. PACK (28-32)						
8. TRANSPORTATION CONTROL NUMBER (30-42)			9. CONSIGNEE (47-52)		10. BOD (54-62)	11. TR ACCOUNT (64-67)	12. PIECES (68-71)	13. WEIGHT (72-76)					
14. CURB (77-78)		15. DOC ID (1-3) TP2	16. POV YR, MAKE (9-14)		17. OWNER'S LAST NAME (54-62)		18. F & M (67-68)	19. GRADE (69-70)					
20. STATE (71-72)		21. LICENSE NUMBER (73-77)		21. COLOR (78-82)		22. BODY TYPE		23. VEHICLE IDENTIFICATION NUMBER					
24. ODOMETER READING			25. VESSEL (Voyage Number)		26. AUTHORIZATION CHARGES PAID, ETC.			27. DATE LOADED (YYYYMMDD)					
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES									
30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted. a. DATE (YYYYMMDD) b. SIGNATURE OF OWNER OR AGENT c. NAME OF AGENT (Last, First, Middle Initial) (Print) d. STREET ADDRESS e. CITY, STATE, AND ZIP CODE				L (1) USER CODE		(2) INSPECTION		(3) DATE (YYYYMMDD)		(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)			
				X		(a) Turn in Joint Inspection - owner/agent & Government representative							
				T		(b) POE use (Optional)							
				□		(c) POE check in stow/condition when stuffed in container							
				◇		(d) POO check in stow/condition when removed from container							
				○		(e) Release of custody by discharge stowage							
				*		(f) POO use (Optional)							
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation.													
31. AFTER INITIAL INSPECTION, RECORD ONLY MARS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.													
 <div style="display: flex; justify-content: space-around; margin-top: 10px;"> FRONT LEFT SIDE BACK RIGHT SIDE </div>													
						32. ENTRY NUMBER (US Customs use only)							
POV CONDITION CODES		BE - Bent BR - Broken CH - Chipped		CR - Cracked DE - Dent GO - Gouged		LD - Loose MA - Matted MG - Missing		MR - Mismatched PF - Paint Faded RS - Rusty		RJ - Rubbed SC - Scratched SO - Soiled		TO - Torn WO - Worn	
33. INTERIOR CONDITION			CODE	34. ACCESSORIES			IN BOX	LOOSE	35. PROCESSING SERVICE		POE	POO	
a. FRONT SEATS				a. CATALYTIC CONVERTER/PELLETS					a. ADD/DRAIN FUEL				
b. REAR SEAT				b. SIDE MIRRORS					b. CONNECT/DISCONNECT BATTERY				
c. REAR MIRROR				c. ANTENNA					c. PACK ACCESSORIES				
d. FRONT SEAT BELTS				d. FAN BELT					d. OTHER				
e. REAR SEAT BELTS				e. FENDER BORTS									
f. ASH TRAY				f. FIRE EXTINGUISHER									
g. FLOOR MATS				g. FIRST AID KITS									
h. DOOR HANDLE				h. CIGARETTE LIGHTER									
i. ARM RESTS				i. HAND TOOLS/FLASHLIGHT									
j. REAR SPEAKERS (Amplified)				j. NECK CAPE									
k. CLUSTER				k. JACK/LOU WRENCH									
l. UPHOLSTERY				l. JUMPER CABLES									
m. RADIO (AM, FM, Tape)				m. LUGGAGE RACK									
n. CB RADIO				n. BLANKET									
o. CARPET				o. WARNING TRIANGLE/TROUBLE LIGHT									
p. CLOCK				p. SPARE TIRE									
36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles)													
a. THE VEHICLE DESCRIBED ABOVE:													
<input type="checkbox"/> (1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. (Bonding with US Customs required.) <input type="checkbox"/> (2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA. <input type="checkbox"/> (3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976. <input type="checkbox"/> (4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards (Select appropriate options under Import or Export sections.) b. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked.) <input type="checkbox"/> (1) The catalyst was removed prior to use overseas and: <input type="checkbox"/> (a) Has been reinstalled prior to shipment. (Proof of installation required.) <input type="checkbox"/> (b) Will be reinstalled in accordance with the EPA Waiver. <input type="checkbox"/> (2) The catalyst was not removed prior to use overseas and: <input type="checkbox"/> (a) A new catalyst has been installed prior to shipment. (Proof of installation required.) <input type="checkbox"/> (b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver. <input type="checkbox"/> (3) This POV requires an oxygen sensor to meet US EPA emissions standards and: <input type="checkbox"/> (a) An operable sensor has been installed prior to shipment. (Proof of installation required.) <input type="checkbox"/> (b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver. <input type="checkbox"/> (4) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle. c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.) <input type="checkbox"/> (1) Catalyst <input type="checkbox"/> Oxygen sensor has been removed and is accompanying the vehicle. <input type="checkbox"/> (2) Catalyst <input type="checkbox"/> Oxygen sensor will be removed at the overseas port prior to using leaded gasoline. <input type="checkbox"/> (3) Catalyst <input type="checkbox"/> Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US. <input type="checkbox"/> (4) The vehicle owner does not desire to participate in the DOD POV Import Control Program. (Bond with US Customs required upon return.)													

DD FORM 788, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

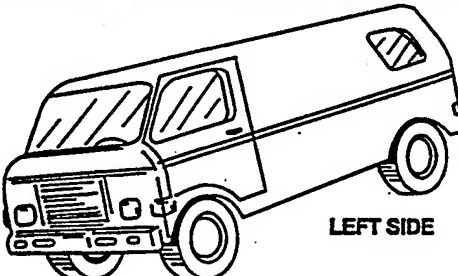
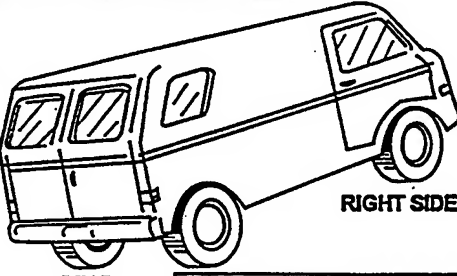
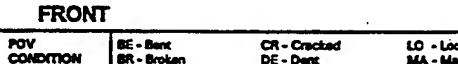
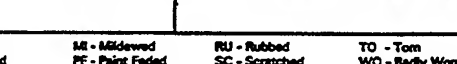
Designed using Perform Pro, WWS/OOR

Figure 408-1. DD Form 788, Private Vehicle Shipping Document.

CONDITIONS GOVERNING SHIPMENT	
<p>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, I.e.:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p> </div> <div style="width: 48%;"> <p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p> </div> </div>	
37. DELIVERY RECEIPT	
a. EXCEPTIONS	
(1) BY OWNER 	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
b. TERMINAL SERVICE - PICKUP OK as applicable. If unsatisfactory, specify: <div style="display: flex; justify-content: flex-end; align-items: center; gap: 20px;"> <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY </div>	
38. MISCELLANEOUS INFORMATION	
39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSHIPMENT, EXCEPT AS NOTED ABOVE.	
a. SIGNATURE OF OWNER OR AGENT	b. DATE (YYYYMMDD)
40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE	41. NAME OF PORT

DD FORM 788 (BACK), SEP 1998

Figure 408-1. DD Form 788, Private Vehicle Shipping Document.

PRIVATE VEHICLE SHIPPING DOCUMENT FOR VAN																	
TCD DATA	1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-19)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)										
8. TRANSPORTATION CONTROL NUMBER (30-46)			9. CONSIGNEE (47-52)		10. RDO (54-60)		11. TR ACCOUNT (64-67)		12. PIECES (68-71)		13. WEIGHT (72-76)						
14. CUBE (77-78)		15. DOC ID (1-3) TP8		16. POV YR. MAKE (9-14)		17. OWNER'S LAST NAME (54-60)			18. F & MI (67-68)		19. GRADE (69-70)						
20. STATE (71-72)		21. LICENSE NUMBER (73-77)		21. COLOR (78-80)		22. BODY TYPE		23. VEHICLE IDENTIFICATION NUMBER									
24. ODOMETER READING			25. VESSEL (Voyage Number)			26. AUTHORIZATION CHARGES PAID, ETC.			27. DATE LOADED (YYYYMMDD)								
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES													
30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted. a. DATE (YYYYMMDD) b. SIGNATURE OF OWNER OR AGENT c. NAME OF AGENT (Last, First, Middle Initial) (Print) d. STREET ADDRESS e. CITY, STATE, AND ZIP CODE				f. (1) USER CODE	(2) INSPECTION	(3) DATE (YYYYMMDD)	(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)										
				X	(a) Turn in joint inspection - owner/agent & Government representative												
				T	(b) POE use (Optional)												
				□	(c) POE check in stow/condition when stuffed in container												
				◇	(d) POD check in stow/condition when removed from container												
				○	(e) Release of custody by discharge stevedores												
				*	(f) POD use (Optional)												
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation.																	
31. AFTER INITIAL INSPECTION, RECORD ONLY MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.																	
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  LEFT SIDE </div> <div style="text-align: center;">  RIGHT SIDE </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;">  FRONT </div> <div style="text-align: center;">  REAR </div> </div>																	
32. ENTRY NUMBER (US Customs use only)																	
POV CONDITION CODES		BE - Bent BR - Broken CH - Chipped		CR - Cracked DE - Dent GO - Gouged		LO - Loose MA - Marred MS - Missing		ME - Mildewed PF - Paint Feded RS - Rusted		RU - Rubbed SC - Scratched SO - Soiled		TO - Torn WO - Badly Worn					
33. INTERIOR CONDITION				34. ACCESSORIES				IN BOX		LOOSE		35. PROCESSING SERVICE		POE		POD	
a. FRONT SEAT				a. CATALYTIC CONVERTER/PELLETS								a. ADD/DRAIN FUEL					
b. REAR SEAT				b. SIDE MIRRORS								b. CONNECT/DISCONNECT BATTERY					
c. REAR MIRROR				c. ANTENNA								c. PACK ACCESSORIES					
d. FRONT SEAT BELTS				d. FAN BELT								d. OTHER					
e. REAR SEAT BELTS				e. FENDER EXTERIOR													
f. ASH TRAY				f. FIRE EXTINGUISHER													
g. FLOOR MATS				g. FIRST AID KIT													
h. DOOR PANELS				h. CIGARETTE LIGHTER													
i. ARM RESTS				i. HAND TOOL/FLASHLIGHT													
j. REAR SPEAKERS (Additional)				j. HUB CAPS													
k. CUSHION				k. JACK/ALG WRENCH													
l. UPHOLSTERY				l. JUMPER CABLES													
m. RADIO (AM, FM, Tape)				m. LUGGAGE RACK													
n. CB RADIO				n. BLANKET													
o. CARPET				o. WARNING TRIANGLE/TROUBLE LIGHT													
p. CLOCK				p. SPARE TIRE													
36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles)																	
a. THE VEHICLE DESCRIBED ABOVE:																	
(1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. (Bonding with US Customs required.)																	
(2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA.																	
(3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976.																	
(4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards (Select appropriate options under Import or Export sections.)																	
b. IMPORT BY POV is equipped with an oxygen sensor, option 3 may also have to be marked.																	
(1) The catalyst was removed prior to use overseas and:																	
(a) Has been reinstalled prior to shipment. (Proof of installation required.)																	
(b) Will be reinstalled in accordance with the EPA Waiver.																	
(2) The catalyst was not removed prior to use overseas and:																	
(a) A new catalyst has been installed prior to shipment. (Proof of installation required.)																	
(b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver.																	
(3) This POV requires an oxygen sensor to meet US EPA emissions standards and:																	
(a) An operable sensor has been installed prior to shipment. (Proof of installation required.)																	
(b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver.																	
(4) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle.																	
c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.)																	
(1) <input type="checkbox"/> Catalyst <input type="checkbox"/> Oxygen sensor has been removed and is accompanying the vehicle.																	
(2) <input type="checkbox"/> Catalyst <input type="checkbox"/> Oxygen sensor will be removed at the overseas port prior to using leaded gasoline.																	
(3) <input type="checkbox"/> Catalyst <input type="checkbox"/> Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US.																	
(4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. (Bond with US Customs required upon return.)																	

DD FORM 788-1, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

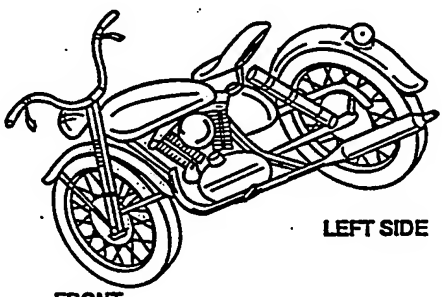
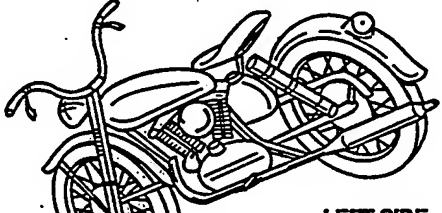
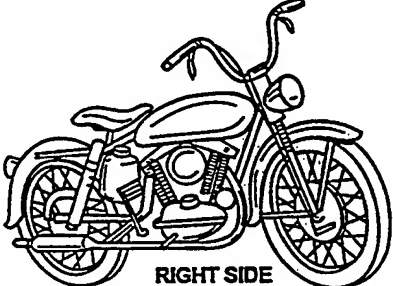
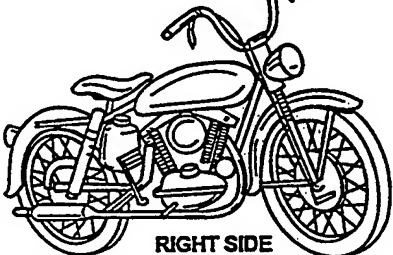
Designed using Perform Pro, WHS/DIOR

Figure 408-2. DD Form 788-1, Private Vehicle Shipping Document for Van.

CONDITIONS GOVERNING SHIPMENT	
<p>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, i.e.:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p> </div> <div style="width: 48%;"> <p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p> </div> </div>	
37. DELIVERY RECEIPT	
a. EXCEPTIONS	
(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
b. TERMINAL SERVICE - PICKUP <i>(X as applicable. If unsatisfactory, specify.)</i> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 20px;"> <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY </div>	
38. MISCELLANEOUS INFORMATION	
39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSHIPMENT, EXCEPT AS NOTED ABOVE.	
a. SIGNATURE OF OWNER OR AGENT	b. DATE (YYYYMMDD)
40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE	41. NAME OF PORT

DD FORM 788-1 (BACK), SEP 1998

Figure 408-2 (Cont'). DD Form 788-1, Private Vehicle Shipping Document for Van.

PRIVATE VEHICLE SHIPPING DOCUMENT FOR MOTORCYCLE																
TCARD DATA		1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-6)	3. CONSIGNOR (5-14)	4. COMM-EX (15-18)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)								
8. TRANSPORTATION CONTROL NUMBER (20-48)				9. CONSIGNEE (47-62)	10. RDO (54-64)	11. TR ACCOUNT (64-67)	12. PIECES (68-71)	13. WEIGHT (72-74)								
14. CUBE (77-78)		15. DOC ID (1-3) TPE	16. POV YR, MAKE (9-14)		17. OWNER'S LAST NAME (54-64)		18. F & MI (67-68)	19. GRADE (69-70)								
20. STATE (71-72)		21. LICENSE NUMBER (73-77)		21. COLOR (78-80)	22. BODY TYPE	23. VEHICLE IDENTIFICATION NUMBER										
24. ODOMETER READING			25. VESSEL (Voyage Number)		26. AUTHORIZATION CHARGES PAID, ETC.		27. DATE LOADED (YYYYMMDD)									
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES												
30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted. a. DATE (YYYYMMDD) b. SIGNATURE OF OWNER OR AGENT c. NAME OF AGENT (Last, First, Middle Initial) (Print) d. STREET ADDRESS e. CITY, STATE, AND ZIP CODE				1. (1) USER CODE	(2) INSPECTION		(3) DATE (YYYYMMDD)	(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)								
				X	(a) Turn in joint inspection - owner/agent & Government representative											
				T	(b) POE use (Optional)											
				□	(c) POE check in stow/condition when stuffed in container											
				◇	(d) POD check in stow/condition when removed from container											
				○	(e) Release of custody by discharge stevedore											
				*	(f) POD use (Optional)											
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation. 31. AFTER INITIAL INSPECTION, RECORD ONLY MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.																
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  FRONT </div> <div style="text-align: center;">  LEFT SIDE </div> <div style="text-align: center;">  REAR </div> <div style="text-align: center;">  RIGHT SIDE </div> </div>																
32. ENTRY NUMBER (US Customs use only)																
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>POV CONDITION CODES</td> <td>BE - Bent BR - Broken CH - Chipped</td> <td>CR - Cracked DE - Dent GO - Gouged</td> <td>LO - Loose MA - Matted MG - Missing</td> <td>ME - Mismatched PF - Paint Faded RS - Rusty</td> <td>RJ - Rubbed SC - Scratched SO - Soiled</td> <td>TO - Torn WO - Body Worn</td> </tr> </table>										POV CONDITION CODES	BE - Bent BR - Broken CH - Chipped	CR - Cracked DE - Dent GO - Gouged	LO - Loose MA - Matted MG - Missing	ME - Mismatched PF - Paint Faded RS - Rusty	RJ - Rubbed SC - Scratched SO - Soiled	TO - Torn WO - Body Worn
POV CONDITION CODES	BE - Bent BR - Broken CH - Chipped	CR - Cracked DE - Dent GO - Gouged	LO - Loose MA - Matted MG - Missing	ME - Mismatched PF - Paint Faded RS - Rusty	RJ - Rubbed SC - Scratched SO - Soiled	TO - Torn WO - Body Worn										
33. INTERIOR CONDITION		CODE	34. ACCESSORIES		IN BOX	LOOSE	35. PROCESSING SERVICE									
a. FRONT SEATS			a. CATALYTIC CONVERTER/PELLETS				a. ADD/DRAIN FUEL									
b. REAR SEAT			b. SIDE MIRRORS				b. CONNECT/DISCONNECT BATTERY									
c. REAR MIRROR			c. ANTENNA				c. PACK ACCESSORIES									
d. FRONT SEAT BELTS			d. FAN BELT				d. OTHER									
e. REAR SEAT BELTS			e. FENDER SIGHTS													
f. ASH TRAYS			f. FIRE EXTINGUISHER													
g. FLOOR MATS			g. FIRST AID KITS													
h. DOOR PANELS			h. CIGARETTE LIGHTER													
i. ARM RESTS			i. HAND TOOLS/FLASHLIGHT													
j. REAR SPEAKERS (Additional)			j. HUB CAPS													
k. CUSHION			k. JACK/LUG WRENCH													
m. RADIO (AM, FM, Tape)			l. JUMPER CABLES													
n. CB RADIO			m. LUGGAGE RACK													
o. CARPET			n. BLANKET													
p. CLOCK			o. WARNING TRIANGLE/TROUBLE LIGHT													
			p. SPARE TIRE													
36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box) THE MOTORCYCLE DESCRIBED ABOVE:																
a. Was manufactured after January 1, 1978 and does not have a manufacturers label affixed certifying its conformance with US EPA emissions standards. The owner must post a bond with US Customs prior to vehicle release at the US Port of Entry.																
b. Was manufactured after January 1, 1978 and does have a manufacturers label affixed certifying its conformance with US EPA emissions standards.																
c. Is not subject to the regulations under the Clean Air Act because it was manufactured before January 1, 1978.																

DD FORM 788-2, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WHS/DIOR

Figure 408-3. DD Form 788-2, Private Vehicle Shipping Document for Motorcycle.

CONDITIONS GOVERNING SHIPMENT	
<p>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, I.e.:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p> </div> <div style="width: 48%;"> <p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the vehicle is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p> </div> </div>	
37. DELIVERY RECEIPT	
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>a. EXCEPTIONS</p> <p>(1) BY OWNER</p> </div> <div style="width: 48%;"> <p>(2) VERIFICATION OR DISAGREEMENT WITH REASONS</p> </div> </div>	
<p>b. TERMINAL SERVICE - PICKUP (X as applicable. If unsatisfactory, specify.)</p> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 20px;"> <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY </div>	
38. MISCELLANEOUS INFORMATION	
<p>39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSHIPMENT, EXCEPT AS NOTED ABOVE.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>a. SIGNATURE OF OWNER OR AGENT</p> </div> <div style="width: 35%;"> <p>b. DATE (YYYYMMDD)</p> </div> </div>	
<p>40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE</p>	<p>41. NAME OF PORT</p>

DD FORM 788-2 (BACK), SEP 1998

Figure 408-3 (Cont'). DD Form 788-2, Private Vehicle Shipping Document for Motorcycle.

FORMAT

(Date)

SUBJECT: Request for Shipment of POV through CONUS Alternate Port

TO: (Origin ITO/TMO)

1. Request authority to ship my POC through (alternate port).
Vehicle can be delivered to port on (date), for shipment to (destination)

2. Vehicle date is as follows:

- a. Make
- b. State and License No.
- c. Body Type
- d. Year

3. I acknowledge that cost incurred by selection of an alternative port which exceed the regular routing costs will be charged to me.

(Member's name/grade)

(Address)

(Telephone No.)

(Origin ITO/TMO)

1st Ind

(Date)

SUBJECT: Request for Shipment of POV Through Alternative Port

1. Permission (granted/not granted).

2. Reason(s) not granted.

(ITO/TMO)

Figure 408-4. Request for Shipment of POV Through CONUS Alternate Port Format.

REQUEST FOR POV SHIPMENT -- CHANGE IN HOME PORT FORMAT

FROM: TO

TO: CDR MTMC FALLS CHURCH VA//MTPP//

SUBJECT: REQUEST FOR SHIPMENT OF POV - CHANGE OF HOME PORT

1. CHANGE OF HOME PORT: (VESSEL NAME)
2. NUMBER OF VEHICLES:
3. PICKUP DATE:
4. FINAL PICKUP DATE:
5. ORIGIN:
6. DESTINATION:
7. PICKUP POINT:
8. ADD:
9. SPECIAL REQUIREMENTS: (NUMBER OF OVERSIZED POVS BEING SHIPPED, ATTACHED CAMPER SHELLS/CUSTOMIZED CAMPERS OR VANS.)
10. POC/TELEPHONE/FAX ORIGIN:
11. POC/TELEPHONE/FAX DESTINATION:

Figure 408-5. Request for POV Shipment -- Change in Home Port Format

CHAPTER 409

SHIPMENT PROCEDURES FOR PRIVATELY-OWNED FIREARMS (POFs)

A. GENERAL

This chapter provides policies and procedures for movement of a member's privately-owned firearms (POFs), both interstate and import/export to and from the United States.

B. LIMITATIONS AND PROHIBITIONS

Members desiring to transport or ship a firearm or a destructive device as specified in the National Firearms Act (Title 26, USC, Section 5801, e.g., machine guns, silencers, destructive devices, short barreled rifles, short barreled shotguns, etc.) in interstate or foreign commerce must receive written permission from the Director of the Bureau of Alcohol, Tobacco, and Firearms (ATF), Washington, D.C. 20026.

C. AUTHORIZATION

1. Shipment of Firearms Within CONUS. Members are authorized to ship all conventional firearms, antique firearms, war trophies, and surplus military firearms, provided the owner is in possession of appropriate licenses and permits or documentation required by law.

2. Exportation of Firearms from the United States. Members are authorized to export all conventional firearms, antique firearms, war trophies, and surplus military firearms, provided the owner is in possession of appropriate licenses, permits, and documentation. All shipments are subject to the restrictions or limitations of each destination area that are published in the PPCIG and respective military service regulations.

3. Importation of Firearms to the United States.

a. Military members are authorized to import to the United States all firearms previously taken out of the United States by the member and those firearms acquired while overseas for the member's personal use. Firearms acquired overseas not previously registered with the ATF are not permitted to be imported to the Customs Territory of the United States. The member must comply with AFT regulations before firearms can be imported. The member may import war trophies and surplus military firearms if authorized by the member's DOD Component. Importation will be to the member's place of residence and will comply with those state and local ordinances.

b. DOD civilian employees are authorized to import to the United States only those firearms that have been certified by U.S. Customs and have been taken overseas by the employees. Firearms acquired by the employee while overseas may not be imported directly to the United States. The employee will contact an authorized dealer in his or her state of residence in the United States to act in his or her behalf to obtain a permit for importation, after which the employee may obtain the firearm directly from the dealer.

D. RESPONSIBILITIES OF MEMBERS

Members will:

1. Ensure all applicable laws and regulations of the U.S. and its territories, foreign countries, and municipalities are complied with regarding the possession, carrying, registration, and shipment of POFs. (See DOD 5030.49-R and General Instructions of the Personal Property Consignment Instruction Guide Worldwide for additional information.)

2. Obtain and provide copies, upon request, of documentation authorizations, individual licenses, or registration forms for the firearms to be shipped as a part of an authorized personal property shipment.

3. Ensure all firearms are free of explosive charges when turned-over for shipment.

E. APPLICATIONS FOR SHIPMENT OF FIREARMS

All applications for the shipment of firearms into custom territory of the United States or for shipments that include firearms shall be accompanied by appropriate forms or certificates prescribed by DOD 5030.49R. A separate DD Form 1299 will be executed when the firearm is not to be packed and shipped with the HHG or UB. The make, model, caliber, and serial number of all firearms to be shipped will be listed on the shipment inventory, whether shipped separately or as part of HHG or UB. It is advisable for the member to obtain a Customs Form 4457 (Certificate of Registration) from the nearest U.S. Customs office before shipment from the United States as proof of ownership in the United States. Upon reentry to U.S. Customs territory, the member will provide proof of ownership in the United States. The statement "This shipment contains firearms" will be placed in the Description of Articles block on the PPGBL. Counselor should refer to the PPCIG during counseling.

F. SHIPMENT BY THROUGH GOVERNMENT BILL OF LADING (TGBL) DIRECT PROCUREMENT METHOD (DPM)

Under federal law, the carrier or contractor will be notified that firearms are being transported.

G. SHIPMENT THROUGH THE U.S. POSTAL SERVICE

1. The U.S. Postal Service may be used as an alternate method of shipment of handguns and other firearms when offered as an official shipment between transportation offices (TOs).

2. Registered mail is required for these shipments.

3. For shipments entering the customs territory of the United States, a PS Form 2966-A, Parcel Post Customs Declaration, must be prepared and affixed to the parcel. The shipment must comply with U.S. Customs certification procedures, i.e., acceptable proof of prior ownership in the United States, the three-firearm limitation exception, or whether firearm is subject to duty, and must comply with ATF requirements.

4. Due to complications that may arise with this method of shipment, TOs must limit use of this service to those situations where the member has departed the area and the shipment could not otherwise be handled through normal shipping methods. Problems which may occur are: lack of adequate storage capability at the destination TOs, inability to effect tracer action until 60 days after shipment was made, and postal service liability rules.

H. REPORTING DISCREPANCIES

Carriers, TOs, and members discovering theft, attempted theft, or non-receipt of firearms will report the incident immediately to their activity commander, appropriate DOD Component investigative service, and HQ MTMC/MTOP-O and MTPP-HQ. This report will contain the origin and destination of the shipment; the member's name, rank, and military service; a description and serial number of the firearm; law enforcement agencies notified; and all other information concerning the incident. DOD Components will establish procedures to ensure appropriate information is submitted through provost marshal or security officer channels to the National Crime Information Center and to the DOD central registry upon discovery of loss, theft, or recovery of lost or stolen firearms.

CHAPTER 410

SPECIALIZED PROCEDURES

A. SHIPMENT IN-TRANSIT VISIBILITY AND TRACING POLICY

1. The carrier shall provide in-transit visibility (ITV) service for DOD personal property shipments upon request and at any point during the shipment. The ITV system shall have the capability to monitor and report movement progress of any shipment under the carrier responsibility. The carrier shall report to the destination TO all anticipated late shipments, including the original RDD, new estimated time of arrival (ETA), present location, and reason for delay.

2. The carrier shall trace shipments upon customer or government request and provide response within 24 hours on domestic shipments and within 120 hours on international shipments. Tracing requests shall contain the government bill of lading number and, if applicable, the transportation control number (TCN).

3. If a carrier fails to trace a shipment, the destination TO may request immediate suspension action from the origin TO. The destination TO should contact the origin TO and origin servicing MTMC command and provide the following information:

- a. Member's name and SSAN.
- b. Carrier's name and SCAC code.
- c. TCN and GBL number.
- d. Origin and destination TO.
- e. Method of shipment.
- f. Date of pick up and RDD.
- g. Tracing TO will provide the date and time of tracing request to the carrier.
- h. Information concerning request for suspense action taken by the TO for non-response by the carrier.
- i. POC, including name, commercial/DSN telephone number, and commercial/DSN Fax number.

4. When shipments are moving by DPM, the destination TO will trace with the origin TO and inform the origin service MTMC command. The tracing TO will provide all the information that is available based upon paragraph A.3., above.

B. LOSS AND DAMAGE

1. Purpose and Scope. This section establishes procedures and provides guidance concerning claims for loss or damage to personal property shipments and documents required for processing and adjudication of claims by military service claims offices.

2. Report of Loss or Damage. The military member shall be counseled to:

a. Contact the TO for any assistance required at time of delivery and for any supporting documents required in processing a claim.

b. In conjunction with the carrier, complete Section B and sign the DD Form 1840 at the time of delivery.

c. Retain (3) signed and completed copies of the DD Form 1840.

d. If additional loss/damage is discovered, annotate on the DD 1840R. Submit all three copies of the completed DD Forms 1840 and 1840R to the appropriate claims office within 70 calendar days.

3. Notice of Loss or Damage, DD Form 1840 (Figure 410-1).

a. When the PPSO is notified of loss or damage, the PPSO shall:

(1) Retain the carrier provided copy of the DD Form 1840.

(2) Conduct inspection for loss or damage upon request by service member or military service claims office within 10 workdays of request and prepare the DD Form 1841 (Government Inspection Report).

(3) Upon request provide a copy of the PPGBL and any other shipment documents to assist member in a filing a claim.

(4) Contact the TO for any assistance required at time of delivery and for any supporting documents required in processing a claim.

b. Claims offices will return one copy to member acknowledging receipt for use in filing claim; provide one copy to the carrier for notice of additional loss and/or damage; retain one copy for filing within the claims office; and send a legible copy of the DD Form 1840R to the destination TO, as specified in block 20 of the PPGBL. DD Form 1840R may be batch-mailed to the destination TO at least weekly.

4. Distribution of Government Inspection Report, DD Form 1841 (Figure 410-2). The original shall be forwarded to the appropriate claims judge advocate or investigating officer, with all required supporting documents below.

- a. One copy shall be provided to the member.
- b. One copy shall be retained by the TO.
- c. One copy furnished the origin TO.
- d. One copy furnished the carrier assigned on the PPGBL.

C. INCONVENIENCE CLAIMS

1. The carrier shall pay the customer an inconvenience claim with a missed pick up, a missed RDD, or missed confirmed SIT delivery date causing inconvenience to the customer who requests reimbursement for the expenditure of personal funds for out-of-pocket expenses for lodging, meals, rental/purchase of household necessities, and other directly related miscellaneous expenses that the member has not been reimbursed by the government. The customer will support requests for reimbursement with original receipts. The carrier's inconvenience liability shall not exceed the local DOD per diem rate. The carrier is not liable for delays caused by acts of God, acts of public enemy, acts of public authority, mob interference, or through the fault of the government.

2. The carrier shall acknowledge receipt of the claim to the customer and/or TO within 15 calendar days of date of customer's and/or TO's request. Payment shall be made within 30 calendar days of customer's and/or TO's request. Disputes between customer and carrier shall be elevated to the TO for resolution. If local resolution cannot be reached, the claim may be referred to HQ MTMC for final determination. If carrier refuses to resolve the claim, the claims officer will send claim to the appropriate DOD Component payment center for set-off action.

3. The member should be cautioned that out-of-pocket costs claimed shall be for bona fide expenditures over and above what would normally be expended if the shipment had been picked up or delivered on the agreed upon dates. Care shall be exercised by the member to select hotels or motels that do not exceed the local per diem rates. Additionally, the rental or purchase cost of tangible household items shall be reasonable and relate directly to relieving a definite hardship being suffered by the member or the member's dependents.

D. UNUSUAL OCCURRENCE

1. This section describes procedures to be followed to provide traffic management support whenever an unusual occurrence as described below occurs. This section applies to all modes and methods of transportation and storage discussed in this regulation. The provisions apply to the shipment and storage of personal property in CONUS and overseas areas. These provisions apply to all unusual occurrences including, but not limited to, the following:

- a. Acts of God/natural disasters (such as floods, fires, storms, earthquakes).
- b. Strikes, labor disputes, work stoppages.

- c. Civil disturbances.
- d. Unlawful entries, vandalism, theft.
- e. Seizure of a carrier's/contractor's facility for failure to pay just debts.
- f. Closure of a carrier's/contractor's facility due to a court order.
- g. Carrier service failure/cessation of operations/bankruptcy. (See paragraph F.)

2. Actions to be Taken by TOs. TOs who receive notification of an unusual occurrence (as defined above) shall comply with the following actions, as appropriate:

a. Immediately notify the applicable DOD Component and applicable MTMC component command. Once received, the MTMC component command will notify HQ MTMC/MTOP-O. When the unusual occurrence has, or can be expected to have, an adverse effect upon the movement or storage of personal property, notification should be by telephone with immediate follow-up by electronic means. The report shall include the following information, as applicable.

- (1) Type and date of the unusual occurrence.
- (2) Extent of known damage.
- (3) Geographic areas currently affected and/or those that may be affected.
- (4) Military installations affected.
- (5) Names and addresses of all facilities affected and those that may be affected. Include TGBL carrier/agent facilities, NTS facilities, and DPM contractor's facilities.
- (6) Number of shipments involved by military service.
- (7) Current locations of the affected shipments.
- (8) Destination of the affected shipments.
- (9) Additional information unique to a strike situation.

b. The TO will provide support and request additional base agencies to support any and all actions identified in paragraph D.1.a, above. However, during occurrences effecting an installation, normally the on-scene commander takes charge to provide protection to all effected resources under government control or under control of a government contractor.

c. In the event that a DOD-approved personal property facility or equipment used in commerce has been effected by the occurrences identified in paragraph D.1.a, the TO and the carrier, with support of the claims personnel, if available, will:

- (1) Determine the extent of damage, photograph conditions, record findings.
- (2) Determine items that may be salvaged and those that require unpacking, drying, cleaning, repacking, etc.
- (3) Where appropriate, contact the members involved and give them the opportunity to inspect their property and provide disposition instructions (i.e., discard, deliver to residence, etc.).
- (4) When members are not available to inspect their damaged shipments, determine what items are damaged beyond repair/salvage. Damaged beyond repair items, other than those with intrinsic or sentimental value, will be disposed of with Staff Judge Advocate/claims office approval. Notify the member in writing of the loss and provide instructions to file a claim.
 - (a) The line-haul carrier involved is responsible for the removal/disposal of that property damaged beyond repair.
 - (b) If no carrier is involved, TO will dispose of property in accordance with applicable military service disposal/salvage regulations. Where items can be repaired/salvaged, notify the member and request instructions on repair/disposal. Do not dispose of damaged reparable property without the member's consent.
- (5) Contact the local SJA/claims office for instructions concerning personal property that is damaged while en route to final destination.
- (6) Provide member with as much evidence as available to support member's claim.

d. For the following unusual occurrences, PPSO personnel are responsible for verifying that carriers/agents/contractors have completed the following actions as applicable:

- (1) Theft/Vandalism.
 - (a) Notify the appropriate law enforcement agency(s).
 - (b) Provide 24-hour security.
 - (c) Advise insurance company.
 - (d) Ensure security devices (doors, locks, etc.) are properly replaced/ repaired.
 - (e) Ensure structural damage is repaired.

(f) Provide a detailed report of loss/damage.

- (g) As necessary, begin unpacking/repacking of affected goods. Opened cartons will be repacked, resealed and marked "inspected."

(h) Clean/repair items as necessary. Records will be kept of all items sent out for repair, dry-cleaning, etc.

(i) Obtain a copy of the police report.

(j) Prepare a written report within 10 working days (or as otherwise directed by the PPSO) of all known facts and events in chronological order. Include a statement from each employee involved.

(2) Flood/Storm/Water or Fire/Smoke Damage.

(a) Take actions necessary to prevent additional damage.

(b) Provide 24-hour security.

(c) Advise insurance company.

(d) Begin unpacking, inspecting, drying, and repacking of affected goods. Cartons opened will be repacked, resealed and marked "inspected."

(e) Clean/repair items as necessary. Records will be kept to identify all items sent out.

(f) No items will be discarded until advised to do so by the PPSO.

(g) Provide a detailed report of loss or damage.

(h) Prepare a written report within 10 working days (or as otherwise directed by the PPSO) of all known facts and events in chronological order. Include a statement from each employee involved.

(i) Obtain a copy of the fire inspector's report, if applicable.

e. Areas Disrupted by a Strike or Work Stoppage.

(1) In addition to the information required in paragraph D.2.a.(1), also provide the following:

(a) Labor and management contacts.

(b) Main issue in dispute.

- (c) Date disruption began or may begin.
- (d) Local union involved, names and telephone numbers of union officials.
- (e) Preliminary evaluation of the situation.

(2) Impartiality in Merits of Labor Disputes. The FAR specifies that military representatives shall remain impartial in labor disputes. They shall refrain from taking a position on the merits of any labor dispute and shall refrain from the conciliation, mediation, or arbitration of such disputes. The TO, however, should establish and maintain contact with appropriate individuals involved in disputes to ensure that they are taking all possible actions to avoid delays and stoppages in the movement of personal property. If possible, the TO shall attempt to obtain a voluntary agreement between management and labor that will permit the continued movement of personal property shipments during the labor dispute. If a general agreement cannot be reached, the TO shall seek an agreement for the movement of those shipments required to relieve hardships imposed upon military members. In either case, the PPSO's actions may not involve, or appear to involve, the TO in the merits of the dispute.

3. Actions to be Taken by Installation Commanders. The commander of an installation in an area by a strike, embargo, or work stoppage shall determine those affected shipments that will cause extreme personal hardship to the member and will require special arrangements for release or delivery. Names of the members and the reasons, in detail, for the declared hardships shall be furnished to the appropriate MTMC component or MTMC designated representative. Air Force TOs shall include the applicable MAJCOM as an information addressee. Before identifying an affected shipment as a hardship case, coordinate with the installation commander to attempt to provide the member or the member's family whatever resources may be available, including Government household furnishings and other light housekeeping items, to alleviate the potential hardship. In addition to notification of hardship cases, specify whether military personnel and equipment under control of the installation will be made available to remove such shipments from the affected facilities.

4. Actions to be Taken by MTMC Components or MTMC Designated Representatives. Upon notification of an emergency condition affecting or expected to affect the movement or storage of personal property shipments, the following actions shall be taken, as appropriate:

a. Immediately notify USTRANSCOM J4, HQ MTMC/MTPP, and the DOD Components of the nature of the unusual occurrence, the extent of the disruption and the area affected. When warranted by the nature of the situation or at the request of USTRANSCOM or Commander, HQ MTMC, submit periodic progress reports pending return of the areas to a normal condition.

b. Provide immediate traffic management guidance to the TO nearest the site of the occurrence where necessary and ensure compliance with the provisions of paragraph D.2.a.

c. Advise all TOs and military ocean and air terminals of the nature of the occurrence and the capability of installations in the affected area to receive personal property shipments.

d. Provide instructions for disposition of shipments currently in transit to the affected areas.

e. Provide assistance to the responsible TOs in the diversion or reconsignment of personal property shipments to temporary storage areas and direct the relocation of personal property shipments, as required.

f. Authorize the TO to use carriers' and carriers' agents' facilities located outside the areas of responsibility to prevent service failures.

g. During a strike or work stoppage, appoint a strike coordinator to maintain contact with the TO, union officials and management to assist in the movement of hardship cases. Upon notification from a TO that a member's frustrated shipment has been declared a hardship, prepare a message to the Commander, HQ MTMC, Attn: MTPP (information copies to the military service headquarters responsible for the installation) including, but not limited to, the following:

(1) A statement that the commander of the affected installation has determined that hardship exists. For each hardship case, provide the member's name, rank, SSAN, and branch of service, and describe in detail the existing hardship.

(2) Notification of whether the commander of the affected installation will provide, as required, military personnel and equipment to remove shipments from the affected facilities to alleviate hardship cases.

(3) Notification that union and management officials agree to removal of such shipments by military personnel and equipment.

(4) A statement that a uniformed military officer and a union representative shall be present during removal of personal property shipments and that the use of force or the appearance of force shall be avoided, as well as any action that might affect ongoing labor negotiations. In the event of difficulty, removal efforts shall be suspended and military personnel removed, and the situation shall be reported to the Commander, HQ MTMC. The concurrence of the responsible SJA shall be secured before the above message is released.

5. HQ MTMC in Conjunction with JAG and USTRANSCOM. Upon receiving notification of an emergency condition that affects, or can be expected to affect, the movement or storage of personal property shipments, HQ MTMC, in coordination with the Judge Advocate General (JAG) office and USTRANSCOM, shall:

a. Issue specific instructions to responsible elements to ensure the continued movement and security of personal property shipments when a major unusual occurrence encompasses a widespread area.

b. Issue worldwide instructions for disposition of shipments destined to affected areas where restrictions on incoming shipments have been imposed.

c. Provide necessary guidance for the release and movement of shipments to alleviate reported hardship cases.

d. Advise each military service headquarters of the number of shipments involved, by service, and provide information about the status of each shipment.

e. Request approval of the assistant secretary of the military department responsible for an affected installation, to use installation vehicles and uniformed personnel for removal of shipments required to alleviate hardship cases.

f. Issue specific guidance and instructions to responsible elements to minimize the effects upon the movement of personal property in the event of an unusual occurrence involving major segments of the transportation industry (such as longshoremen or maritime strikes).

g. Comply with the provision of the MTMC Emergency Traffic Management Plan.

h. Coordinate with the military services the diversion to other codes/modes those personal property shipments in jeopardy of missing the RDD.

6. Direct the carrier or warehouseman to take immediate action to account for, secure, protect, and control all shipments.

E. PERSONAL PROPERTY SHIPMENTS OF DECEASED MEMBERS

1. Policy. This section sets forth policy and procedures for transportation of personal property of deceased members. It prescribes procedures to be followed at both origin and destination and designates responsibilities for notification and shipment monitoring. This section applies to all methods and modes of shipment of personal property for deceased members. For guidance on entitlements, processing, and preparation for shipment, the sponsoring military service regulation and the JFTR, para U5372-H and JTR, para C6059 shall apply.

2. BLUE BARK Designation. The term "BLUE BARK" shall be used to designate a personal property shipment of a deceased member, or deceased dependent of a member.

3. Documentation required to support the movement of personal property belonging to a deceased member is identified in Chapter 401, paragraph I.3.f. TOs will coordinate with the casualty assistance officer/mortuary officer to ensure they have complied with the appropriate DOD Component publication concerning BLUE BARK prior to arranging or effecting for the movement of personal property.

4. Origin TO. In the case of a BLUE BARK shipment, origin TO shall:

a. Mark the words "BLUE BARK" in a conspicuous place on all shipping documents.

b. Notify the destination TO by electronic means of the impending BLUE BARK shipment. The destination TO will be provided, as a minimum, the consignee's name and address, the RDD, and the name of the carrier to which the shipment was tendered.

c. Send copies of all documentation (annotated with the term "BLUE BARK") to the destination TO. Advance documentation shall be provided in a timely manner to allow the destination TO sufficient time to contact the carrier and consignee before arrival of the shipment.

d. The destination TO shall:

(1) Contact the destination agent and the consignee upon receipt of advance documentation to effect coordination of the delivery.

(2) Inform the appropriate casualty assistance officer (if known) of the projected shipment delivery.

(3) Inspect the shipment upon delivery and remain at the delivery site to record damages and provide assistance.

F. CARRIER FAILURE/BANKRUPTCY PROCEDURES

1. HQ MTMC will establish internal procedures in order to take action to protect the U.S. Government and the property belonging to DOD Component's uniformed members and civilian employees in all carrier failure and bankruptcies

2. Action Taken by TOs.

a. Identify/locate all shipments frustrated in their area of responsibility (i.e., origin, en route, destination).

b. Provide MTMC component command with a list of all shipments which have not arrived at destination. Once the information is received, the MTMC component command will notify HQ MTMC/MTPP/MTOC-Q.

c. Comply with MTMC instructions to effect onward movement and issue all documentation necessary to complete movement of shipments frustrated in their AOR (to include those shipments at origin or destination port agent facilities ready for onward movement).

d. International shipments frustrated at a commercial ports due to nonpayment of charges will be moved using HQ MTMC OTOs. TOs issuing the documentation for the onward movement will be designated by the OTO issuing activity.

e. Upon issuance of documentation, provide HQ MTMC/MTPP copies of all documentation to support movement.

f. TOs, upon notification from HQ MTMC to terminate shipments of bankrupt carrier, should immediately attempt to locate all shipments within their AOR.

(1) Shipments Still at Origin.

(a) Shipments that have been booked but PPGBL has not been issued should be rebooked with another carrier.

(b) Shipments that have been booked, PPGBL issued, but no origin services have been performed will be pulled back and rebooked with another carrier. Cancel the original PPGBL and issue a new PPGBL. Advise member of the change in carrier, if possible.

(c) PPGBL issued, shipment picked up and at the origin agent's facility should be pulled back and rebooked with another carrier represented by the same agent. The new carrier will not be charged tonnage. State in remarks block of GBL rational for cancellation and cross reference GBLs.

(2) Shipments at Destination.

(a) Shipments at the Destination Agent's Facility. Terminate at destination by issuing a GBL Correction Notice, SF 1200, effective the date shipment was received by the destination agent. State in the remarks section, "PPGBL terminated at destination agent due to the (i.e., non-use, disqualification, etc.) of (carrier name)." ITGBL shipments moving under single factor rates that include unpacking, show SFR reduction for nonperformance of unpacking as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies (\$_____) per (net or gross) cwt reduction to SFR." HHG containers which are the property of (carrier name) will be made available to the (carrier name) agent upon delivery of the shipment." Use the DPM contractor for all further services or pay the destination agent for services performed as follows:

1 Army, Air Force, Navy, and Coast Guard: Pay the destination agent on a local purchase order or blanket purchase agreement.

2 Marine Corps: Destination agent should submit an invoice for services performed to the destination TO for certification and then forward the invoice to the Commanding General, Marine Corps Logistics Base (Code 470), Albany GA 31704, for payment with a copy of the DD 1299, Orders; DD 619, GBL Correction Notice; and terminated PPGBL.

(b) Shipments Held by a Line-haul/Flatbed/Motor Freight Carrier at Destination for Payment of Line-Haul Charges.

1 The destination TO will terminate the original PPGBL at the point where the delivering line-haul carrier picked up the shipment, i.e., destination port, by issuing a GBL Correction Notice (SF 1200). State in the remarks section, "PPGBL terminated at (state point where shipment was terminated) due to the (i.e., non-use, disqualification, etc.) of (carrier name)." "(Carrier name) can bill for services performed to (state point where shipment was terminated)." Issue a new PPGBL to the line-haul carrier that moved the shipment to destination

showing the origin (Block 19) as the point where the line-haul carrier picked up the shipment, and Consignee (Block 18) as the DPM contractor at destination. In "Remarks" Block 25 of the new PPGBL, annotate the following: "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification, etc.*) of (*carrier name*)," and "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent at destination upon delivery of the shipment." Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL.

g. Intermediate Locations.

(1) Shipments On Hand at Intermediate Locations. The TO responsible for the area where the property is located (to include shipments at origin or destination port or port agent facilities) should terminate the shipment by issuing a GBL Correction Notice, SF 1200, to be effective the date shipment was received. State in remarks section, "PPGBL terminated at (*state point where shipment was terminated*) due to the (*reason for termination, i.e., non-use, disqualification, etc.*) of (*carrier name*).\" (*Carrier name*) can bill for services performed to (*termination point*).\" Issue a new PPGBL for onward movement using the following instructions.

(a) Shipments at the Destination Port or Destination Port Agent. Tender the shipment as either a DPM shipment or a Code 2 shipment. Issue a new PPGBL to the new carrier to final destination showing origin (Block 19) as the point where the shipment is located. Cross reference the old and new PPGBL and carrier names on both the GBL correction notice and new PPGBL. State in Remarks Section (Block 25) of the new PPGBL, "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification, etc.*) of (*carrier name*)," and, when applicable, "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent at destination upon delivery of the shipment." If shipment is moved as a Code 2 shipment, state in the Remarks Section (Block 25), "No packing services performed. Carrier can bill for line-haul and services certified by TO." Code 2 carrier must obtain new weight tickets. If shipment is being held by the port agent for payment of port services, arrange for payment to the port agent by local purchase order or if moving via Code 2, a DD Form 619, as applicable. For overseas CPS shipments, the above information will be entered on the freight warrant or other document issued to complete movement to destination.

(b) Shipments at the Origin Port or Origin Port Agent. Tender shipment to a new ITGBL carrier with cost favorable rates from the termination point. In remarks section show the SFR reduction for non-performance of packing as applicable, *i.e., "ITGBL Rate Solicitation number (*state applicable number*) applies. (\$ _____) per (*net or gross*) cwt reduction to SFR."* The new carrier must obtain new weight tickets. State in Remarks Section (Block 25) of the new PPGBL, "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification, etc.*) of (*carrier name*)," and if applicable, "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent at destination upon delivery of the shipment. Cross reference the old and new PPGBL and carrier names on both the GBL Correction Notice and new PPGBL.

(2) Shipments Held by Line-Haul/Flatbed/Motor Freight Carriers at Origin Port for Payment of Line-Haul Charges.

(a) The TO/port who receives information that shipment is being held at the port will notify the origin TO who will terminate the original PPGBL at the origin agent's warehouse by issuing a GBL Correction Notice, SF 1200. State in the remarks section, "PPGBL terminated at *(name of origin agent)* due to *the (i.e., non-use, disqualification, etc.) of (carrier name)*." "*(Carrier name)* can bill for origin services only in accordance with item *(item number)* of ITGBL Rate Solicitation number *(applicable numbers)*."

(b) Origin TO will issue a new PPGBL to a new carrier from origin agent's warehouse to final destination. Advise new carrier that shipment is being held by line-haul/flatbed/motor freight carrier at the origin port *(identify specific location)* and the new carrier will be required to pay the carrier holding the shipment for the line-haul charges to the port and arrange onward movement to final destination. PPGBL Remarks Section (Block 25) should show SFR reduction for non-performance of packing as applicable, i.e., "ITGBL Rate Solicitation number *(state applicable number)* applies. (\$) per *(net or gross)* cwt reduction to SFR." Also state in Remarks Section, "HHG containers which are the property of *(carrier name)* will be made available to *(carrier name)* agent at destination upon delivery of the shipment," and "Onward movement of frustrated shipment due to *(i.e., non-use, disqualification, etc.) of (carrier name)*." Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. New carrier must obtain new weight tickets.

(c) Domestic Shipments Abandoned/Frustrated at a Point En Route to Final Destination. The TO responsible for the area where the shipment is frustrated will terminate the original PPGBL at the point where the shipment is located by issuing a GBL Correction Notice (SF 1200). State in remarks section, "PPGBL terminated at *(termination location)* due to *(reason for termination)* of *(carrier name)*." "*(Carrier name)* can bill for services to *(shipment location)*." Issue a new PPGBL to a new carrier for movement to final destination showing the origin as the point where shipment is presently located and state in the Remarks Section (Block 25), "Onward movement of frustrated shipment due to *(i.e., non-use, disqualification, etc.) of (carrier name)*." For Code 2 (containerized) shipments, state in remarks section, "HHG containers which are the property of *(carrier name)* will be made available to *(carrier name)* agent at destination upon delivery of the shipment," and "No packing services performed. Carrier can bill for line-haul and services certified by TO." Cross reference the old and new PPGBLs and carrier names on both the GBL correction notice and new PPGBL. The carrier must obtain new weight tickets.

(3) Domestic Shipments Moving by an Alternate Carrier for (Carrier Name) That Become Frustrated En Route. The TO receiving information that a shipment is being held will notify the origin TO who will cancel the original PPGBL at origin by issuing a GBL Correction Notice. State in remarks block "PPGBL canceled due to *(i.e., non-use, disqualification, etc.) of (carrier name)*." Issue a new PPGBL to the alternate carrier from origin to final destination. Cross reference the old and new PPGBLs on both the GBL Correction Notice and new PPGBL. If alternate carrier does not have rates on file, move under the carrier's commercial tariff. The new carrier must obtain new weight tickets.

(4) Domestic Shipments Moving by an Interline Carrier That Become Frustrated En Route. The TO responsible for the area where the shipment is frustrated will terminate the original

PPGBL at the point where the interline carrier received shipment by issuing a GBL Correction Notice. State in Remarks Section (Block 25), "PPGBL terminated at (*show point where shipment was interlined*) due to the (*i.e., non-use, disqualification, etc.*) of (*carrier name*). " (*Carrier name*) can bill for services to (*show point where shipment was interlined*). "Issue a new PPGBL to the interline carrier showing the origin as the point where the shipment was interlined. State in Remarks Section (Block 25), "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification, etc.*) of (*carrier name*). " For Code 2 (containerized) shipments, state in Remarks Section (Block 25), "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent at destination upon delivery of the shipment," and "No packing services performed. Carrier can bill for line-haul and services certified by TO." Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. If interline carrier does not have rates on file, move under the interline carrier's commercial tariff. The new carrier must obtain new weight tickets.

(5) Domestic mobile home or boat tow-away shipments will be handled in accordance with the "Termination of Service" item in the Mobile Home Solicitation.

h. Shipments Detained by Ocean Carriers for Nonpayment of Ocean Charges.

(1) Unless otherwise directed by HQ MTMC/MTPP, the MTMC components/designated representatives will ascertain those shipments being held at the ports in their area of responsibility for nonpayment of ocean charges and will notify HQ MTMC/MTPP-HS to solicit OTO rates. Coordination with HQ MTMC/MTPP-HS may be necessary to determine whether port solicitations or individual shipment OTOs are required. Request for individual OTOs must include the member's name/rank/SSAN, code of service, PPGBL, ADD, origin port, present location of shipment, pieces/weight/cube, ocean carrier/vessel/voyage number, ocean bill of lading number, container number, final destination, and responsible destination TO.

(2) HQ MTMC/MTPP-HS will solicit competitive OTO rates by individual ports or, where volume is limited, by individual shipment rather than by port. Carriers that bid will be required to pay the ocean charges and all other charges that may have accrued (*i.e., demurrage, storage, port handling, drayage, etc.*) and complete movement to final destination.

(3) When the OTO bids have been processed, HQ MTMC/MTPP-HS will provide the applicable destination TOs MTMC components/designated representatives, by message, the names of the carriers selected to move the shipments. If the solicitation is by port, the primary and secondary carriers selected to service each port, their OTO tender number, and the applicable rate information will be provided.

(4) Each destination TO that has shipments in this category will be responsible for issuing all documentation for shipments destined to their activity. If the solicitation is by port, the cognizant MTMC component/designated representative will provide the responsible destination TOs a list of all shipments being held at various ports that are destined to their activity. The list will include the member's name, PPGBL number, origin port, and present location of shipment. Upon receipt of this information, each destination TO will be responsible for issuing the following documents to complete movement of these shipments.

(a) Issue a GBL Correction Notice (SF 1200) to terminate the original PPGBL at the origin port. State in Remarks Section "PPGBL terminated at (*name of origin port*) due to the (*i.e., non-use, disqualification. etc.*) of (*carrier name*). " (*Carrier name*) can bill for services to the origin port only in accordance with items (*item numbers*) of ITGBL Rate Solicitation number (*applicable number*)."

(b) Issue a new PPGBL to the OTO carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. In Block 19 of the new PPGBL show the name of the origin port where original PPGBL was terminated and state in the Remarks Section (Block 25) the current location of the shipment (*i.e., Port of Baltimore*). In "Consignee" (Block 18) show the final destination of the shipment. State in "Remarks" Section, (Block 25) "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent upon delivery of shipment" and "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification. etc.*) of (*carrier name*). All ocean charges, including storage and drayage, will be paid by finance on a submission of a paid invoice." In "Tariff or Special Rate Authorities" Section (Block 31) show the OTO tender number and OTO rate. If solicitation is by port, show the OTO tender number and statement "See Remarks block." In "Remarks" section (Block 25), show the rate information provided by HQ MTMC (MTPP-HS). OTO carrier must obtain new weight tickets. For pickup date, use date PPGBL was issued. Establish RDD based on the pickup date, plus 5 days.

i. Recoupment of Excess Funds Expended by DOD to Compete Movement.

(1) All TOs, immediately upon completion of retendering all frustrated shipments detailed in paragraphs F.2.f. through F.2.h. above, must forward a list of all shipments retendered by their activity to HQ MTMC/MTPP-HQ. The following information should be included in the lists.

- (a) Member's last name, first name, MI;
- (b) Rank;
- (c) SSAN;
- (d) Branch of service;
- (e) Original PPGBL number;
- (f) Name of new carrier;
- (g) New carrier's PPGBL number;
- (h) Paying finance office.

NOTE: If a purchase order or freight warrant was issued to cover payment of services performed, indicate this and provide a copy of the paid bill to HQ MTMC/MTPP-HQ.

(2) HQ MTMC will consolidate all data for their use in the audit of these shipments for recoupment of excess funds expended by DOD to complete movement of shipments.

(3) HQ MTMC will provide the results of the recoupment actions to the military services involved.

G. EMERGENCIES INVOLVING SHIPMENTS IN NONTEMPORARY STORAGE (NTS) (CONUS)

1. Purpose and Scope. This subsection prescribes procedures and provides guidance for the notification to the Commander, MTMC, of any incident at a commercial storage facility that affects, or is likely to affect, the storage of personal property. It applies to any incident (such as flood, fire, and unlawful entry) that causes, or is likely to cause, loss or damage to stored personal property. It also applies to bankruptcy proceedings or any adverse actions against or by a contractor that will impede or prevent the removal of goods from storage or result in loss or damage to stored personal property.

2. Actions to Be Taken by Ordering Officers.

a. Upon becoming aware of an incident or situation that is causing, or is likely to cause, loss, damage, or frustration of personal property shipments in NTS, the ordering officer shall immediately notify the responsible MTMC RSMO contracting officer. Incidents or situations to be reported include, but are not limited to, the following:

- (1) Natural disasters (such as floods, fires, and storms).
- (2) Unlawful entries.
- (3) Strikes, work stoppages, or embargoes.
- (4) The seizure of a contractor's facility for failure to pay just debts.
- (5) Closure of a contractor's facility in compliance with a court order.
- (6) Action on the part of the contractor or the contractor's creditors to file a bankruptcy petition.
- (7) Failure on the part of the contractor to fulfill all the terms and conditions of the BOA for storage of HHG and related services (Appendix BH).

b. Notification To Be Furnished to USTRANSCOM and DOD Components. To inform the DOD of unusual circumstances that may result in the filing of a large number of claims for loss or damage to stored personal property shipments, the Commander, MTMC, shall provide each DOD component claims office a copy of the RSMO contracting officer's final report.

JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY

Privacy Act Statement

AUTHORITY: The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 31 U.S.C. 3721 et seq., 31 U.S.C. 3711 et seq., and EO 9397, November 1943 (SSN).

PRINCIPLE PURPOSE(S): The information requested is to be used in evaluating claims.

ROUTINE USE(S): The information requested is used in the settlement of claims for loss, damage or destruction of personal property and recovery from liable third parties.

DISCLOSURE: Voluntary; however, failure to supply the requested information or to execute the form may delay or otherwise hinder the payment of your claim.

GENERAL INSTRUCTIONS: The carrier's/contractor's representative will complete and sign DD Form 1840 and obtain the signature of the member or member's agent. The member or member's agent will not, under any circumstances, sign a blank or partially completed DD Form 1840. Three completed copies of DD Form 1840 and blank DD Forms 1840R will be provided the member or member's agent by the carrier's/contractor's representative for each shipment. If no loss or damage is involved, write "NONE" in description column.

SECTION A - GENERAL (To be completed by carrier/contractor)

1. NAME OF OWNER (Last, First, Middle Initial)		2. SOCIAL SECURITY NO.	3. RANK OR GRADE	4. NET WT OF SHIPMENT
5. ORIGIN OF SHIPMENT (City and State/Country)			6. DESTINATION OF SHIPMENT (City and State/Country)	
7. PPGBL/ORDER NUMBER		8. PICKUP DATE	9. NAME AND ADDRESS OF CARRIER/CONTRACTOR	
10. CODE OF SERVICE	11. SCAC	12. CARRIER/CONTR REF. NO.		

SECTION B - RECORD OF LOSS OR DAMAGE (To be completed jointly by member and carrier's/contractor's representative)

13. Notice is hereby given to the carrier/contractor to whom this statement is surrendered that the shipment was received in condition as shown below and the claim, if any, will be made for such loss or damage as indicated subject to further inspection and notification to the claims office within 70 days by DD Form 1840R found on the reverse side hereof. THE VALUE INDICATED IN BLOCK 14c IS TO BE USED FOR QUALITY CONTROL ONLY.

a. Inv. No.	b. Name of item	c. Description of loss or damage (If missing, so indicate)

14. ACKNOWLEDGMENT BY MEMBER OR AGENT (X and complete as applicable and sign below)

a. I received my property in apparently good condition except as indicated above. A continuation sheet ☐ was ☐ was not used.

b. Unpacking and removal of packing material, boxes, cartons, and other debris ☐ is ☐ is not waived.

c. I estimate the amount of my loss and/or damage at \$

d. I have received three copies of this form. I understand that I have 70 days to list any further loss and/or damages on the back of this form and give this to the nearest claims office, and that failure to do so may result in my being paid a smaller amount on a claim.

e. Telephone Number f. Date Signed

g. Signature

15. ACKNOWLEDGMENT BY CARRIER'S/CONTRACTOR'S REPRESENTATIVE (X and complete as applicable and sign below)

a. Property was delivered in apparently good condition except as otherwise noted above.

b. I will initiate tracer action for missing items.

c. Name of delivering carrier/agent/contractor

d. Storage in transit? ☐ Yes ☐ No

e. Signature f. Date Signed

GOVERNMENT INSPECTION REPORT		1. PREPARING INSTALLATION	
2. NAME OF PROPERTY OWNER		3. DESTINATION ADDRESS (Street, City, State and ZIP Code)	
4. MODE OF SHIPMENT			
5. PROPERTY SHIPPED		6. DATE OF DELIVERY TO OWNER (YYYYMMDD)	
a. FROM (Include ZIP Code)	b. TO (Include ZIP Code)	c. WEIGHT OF SHIPMENT	d. NUMBER OF PIECES
e. NAME AND ADDRESS OF GOVERNMENT BILL OF LADING CARRIER (Include ZIP Code)		f. GBL NUMBER	
		g. AIRWAY BILL NUMBER	
		h. CARRIER'S BILL OF LADING NUMBER	
i. NAME AND ADDRESS OF WAREHOUSE (If shipment from nontemporary storage) (Include ZIP Code)		j. LOT NUMBER	
		k. SERVICE ORDER NUMBER	
l. NAME AND ADDRESS OF DELIVERING CARRIER (If not agent of Government Bill of Lading carrier) (Include ZIP Code)		m. CONTRACT NUMBER	
7. DISCREPANCIES NOTED BY INSPECTOR (Use supplemental sheets if necessary)			
CARRIER'S INVENTORY NUMBER (Carton No. If packed item) a.	ARTICLE b.	DESCRIBE LOCATION, NATURE AND EXTENT OF NEW DAMAGE AND APPARENT CAUSE OF DAMAGE (State "MISSING" if applicable) c.	WEIGHT (Lbs) OF ARTICLE OR CARTON IF PACKED ITEM d.

DD FORM 1841, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure 410-2. DD Form 1841, Government Inspection Report.

8. INVENTORY NUMBERS OF CARTONS OR CONTAINERS WITH VISIBLE EXTERNAL DAMAGE <i>(Describe damage to each and apparent cause of damage)</i>			
9. PACKING VIOLATIONS NOTED <i>(Describe in detail) (See MIL-STD-212c)</i>			
10. CERTIFICATE OF INSPECTOR I personally made the above inspection on the date shown and certify that the conditions as shown on this report of _____ pages accurately reflect the loss and/or damage incurred during shipment and/or storage.			
a. DATE OF INSPECTION (YYYYMMDD)	b. TYPED NAME OF INSPECTOR <i>(Last, First, Middle Initial)</i>	c. GRADE	d. SIGNATURE
11. CERTIFICATE OF PROPERTY OWNER I have examined this report of _____ pages and the conditions shown accurately and completely set forth the entire loss and/or damage to my property incurred during shipment and/or storage.			
a. DATE (YYYYMMDD)	b. SIGNATURE		
12. CERTIFICATE OF TRANSPORTATION OFFICER I certify that the information on this report of _____ pages is accurate and complete to the best of my knowledge.			
13. "NOTICE OF LOSS OR DAMAGE" DISPATCHED			
a. DATE (YYYYMMDD)	b. ADDRESSEE		
c. DATE (YYYYMMDD)	d. ADDRESSEE		
e. DATE OF REPORT (YYYYMMDD)	f. TYPED NAME OF INSTALLATION TRANSPORTATION OFFICER <i>(Last, First, Middle Initial)</i>	g. SIGNATURE	

DD FORM 1841 (BACK), SEP 1998

Figure 410-2 (Cont'). DD Form 1841, Government Inspection Report.

CHAPTER 411

SELF-PROCURED MOVES

This Chapter is reserved for Personally Procured Transportation subject to the Joint Federal Travel Regulation (JFTR). Refer to Service regulations.

CHAPTER 412

BOATS

A. GENERAL

1. This chapter applies to the movement of privately-owned boats, property of uniformed members only. Definition of boats is included in JFTR, para U5310F. For the movement of self-propelled boats, see JFTR, para U5510. For the movement of boats used as a primary residence, see JFTR, para U5500, JTR, para C10000, and procedures in Chapter 407 of this publication. In addition to the above information, the following procedures apply:

a. Domestic.

(1) Boats less than 14 feet without a trailer may be shipped with household goods.

(2) Small boats, such as canoes, Kayaks or sculls weighing less than 500 lbs will be shipped DPM.

b. Domestic/International. Boats 14 feet and over or any boat with a trailer must be shipped separately under the domestic OTO rate negotiated by HQ MTMC, DITY, or personally procured transportation.

c. International. Small boats such as canoes, kayaks or rowboats will be moved with household goods; Item 508, International Personal Property Rate Solicitation will be used for crating.

2. One-Time-Only Mobile Home/Boat Rate Solicitation. HQ MTMC/MTPP-HS will issue the solicitation and distribute to all transportation offices involved in counseling and movement of personal property. Refer to the rate solicitation for all carrier responsibilities and procedures.

3. If the member elects to move a boat via the DITY method, the member must receive counseling and authorization from the TO. (See Chapter 411)

4. For Boats, Other Than Those Shipped With Personal Property. If the member elects to personally procure transportation of the boat, all arrangements will be made by the member and may be reimbursed. In determining reimbursement, see JFTR, paragraph U5310 and DOD Component publications.

5. No entitlement exists for DOD/USCG civilian employees.

B. COUNSELING

1. Application for Shipment of Boat. The counseling office will prepare DD Form 1299 supported by member's orders. If the counseling office is not the origin TO, the DD Form 1299 with supporting documents will be forwarded to the appropriate responsible TO.

2. The counseling office will stress the following information in addition to the counseling checklist for domestic boat shipments:

a. The member must insure the boat and motor are securely fastened/strapped to the trailer. The trailer must have a valid license. If origin state does not require trailer to be licensed, member must be informed of being responsible for the cost of a transit permit to be provided by the tow-away carrier. The following stipulations must also be met:

(1) Trailer must have working lights, wiring, and brakes (if so equipped).

(2) Trailer must be equipped with good tires and hubs that have been checked for adequate lubrication and good bearings.

(3) The trailer frame cannot be bent, twisted, or broken.

(4) The member must ensure boat is prepared for shipment in order to avoid additional charges.

b. When a commercial boat hauler is used, the boat must be picked up at a marina and delivered to a marina where a crane can be utilized to load and off-load the boat. Arrangements and cost for the marina crane at origin and destination are the responsibilities of the member.

c. Boats cannot be over 13 feet high from the keel to the highest point on the bridge. Members are also responsible for dismantling bridges, spars, and masts to meet dimension requirements.

d. Articles not part of the structure must be removed, i.e., clothing, electronic gear, TVs, skis, etc. Refer to the Boat Rate Solicitation.

e. Advise member of projected excess costs, including weight additive for shipping and storage.

3. When a boat is moved under the international program and member is also shipping household goods to the same destination, the boat and household goods shall be combined into one shipment and moved under the International Boat OTO program.

4. When requesting a boat shipment, the TO must submit any requirement for SIT and the estimated total time the shipment is to remain in storage. SIT will be included as a determining factor in selecting the best value carrier.

5. When requesting the OTO shipment, if a direct delivery address is not provided, a minimum of 10 days storage will be added to the single factor rate to determine the low cost carrier.

C. RATES

1. One-Time-Only rates for the movement of boats are obtained through competitive solicitation using the Mobile Home/Boat One-Time-Only (BOTO) Program, the International Rate Solicitation (IRS), and other methods as may be determined by HQ MTMC/MTOP-O-MC or their designated representative.

2. The following guidance pertains to BOTO:

a. The TO responsible for shipping the boat will provide HQ MTMC or their designated representative the complete information contained in the BOTO Request Format Figure 412-1 for domestic shipments, and Figure 412-2 for international shipments.

b. BOTO requests should be made as soon as possible, but not less than 10 days (domestic) or 30 days (international) prior to the pick-up date. Every effort will be made to meet the needs of the member.

c. Shipments must be tendered to the carrier prior to the tender expiration date. A tender is valid for 30 days and can be extended. In the event that certain conditions prevent pick-up, HQ MTMC will be notified by the TO so necessary action can be taken.

d. TO must notify carrier immediately and notify HQ MTMC on all cancellations of BOTO movements. If cancellations are made less than 48 hours prior to pickup (time begins at 0800 EST on the date of pickup), the carrier may bill for services ordered, but not used.

D. CARRIER OR AGENT FACILITIES

1. Location. DOD-approved boat carriers are not required to have an agent or carrier-operated facility within the area of responsibility of an installation to be qualified to participate in boat traffic.

2. Requirements. If approved by the TO, a carrier may designate any DOD-approved storage facility to serve as its agent.

E. SHIPMENT PROCEDURES

1. When a boat is not ready for pickup on the agreed date, the TO will notify the carrier of the delay at least 48 hours prior to the date of pickup. A new pickup date will be established based upon the estimated date the boat will be ready for movement, the member's requirements and the carrier's capability. Shipments must be tendered to carrier prior to expiration date (30 days from original solicitation pickup date).

2. Joint Statement of Loss or Damage at Delivery, DD Form 1840/1840R will be used to record all loss or damage.

3. Carrier Refusal of Shipment Due to Boat Trailer Not Being Road-Worthy. If the carrier's inspection or a government inspector reveals a deficiency and renders the boat trailer unsafe or unlawful for transportation, the origin TO will be notified and will instruct the member to have the deficiency corrected. If correction is not possible before or on the agreed date of pickup, the TO will terminate the GBL. The member will be liable for all attempted pick-up charges, when not the fault of the carrier. Under no circumstance may the TO release the boat for shipment until it is considered by both the carrier and TO to be safe and practicable to move.

4. Termination of Boat Shipment. A shipment will be terminated when appropriate and ordered by HQ MTMC or a TO. Termination of service will normally be used in cases of violation of federal, state, or local laws; violation of Tender of Service; improper performance of service; and cancellation of member's orders. The following applies:

a. Any charges for authorized services performed to point of termination will be paid in accordance with the submitted rate tender and/or a negotiated rate obtained by HQ MTMC.

b. If shipment was delivered to or from SIT, then any SIT charges will be paid when required and authorized by the TO.

c. A termination of service that requires the transfer of a boat from one carrier to another must be coordinated with HQ MTMC for a negotiated rate. The carriers involved in the transfer will each verify exceptions to the boat at time of transfer. The TO will issue a new PPGBL to the new carrier that cross references the PPGBL of the terminated carrier.

d. When the carrier receives an order for termination, the carrier will locate the shipment, advise the TO or HQ MTMC, the location of the shipment and effect the required change in a documented manner. The TO will issue a PPGBL Correction Notice to show termination point and correct the applicable rate.

F. STORAGE IN TRANSIT

1. The following applies only to tow-away boats that are not water-to-water movements.

2. Onward movement or delivery to residence will be effected only at the request of the TO. The origin TO assigns a SIT control number at the origin or en route and arranges with the carrier for release for delivery to final destination. The destination TO assigns the SIT control number for SIT at destination and arranges for delivery and any required destination services.

3. When a boat is hauled using the tow-away method, it basically follows mobile home procedures for SIT. SIT can be either in a DOD-approved mobile home SIT facility or a DOD-approved household goods SIT warehouse.

4. The single factor rate includes delivery to destination, even after it has been placed in SIT at a household goods carrier's warehouse. Therefore, the tow-away boat carrier that placed shipment in SIT must be contacted to move the shipment to destination, unless the member elects to hook up to the boat and tow it to destination. DITY procedures will not apply.

5. SIT involving boats may use the same storage facilities as mobile homes. TO's are requested to check the PPCIG, Volume I, for appropriate storage facilities.

6. For the procedures concerning SIT of boats, see Chapter 407 of this regulation.

G. NON-TEMPORARY STORAGE (NTS)

1. For determining the entitlement of NTS for boats, see JFTR, paragraph U5380, and DOD Component publications.

2. If boat is accepted by a NTS contractor, member is responsible for preparing for storage (clean, fuel purged, winterized, etc.).

3. When the TO is unable to make arrangements, the member may elect to arrange for storage at own expense. The member can file a claim for reimbursement after withdrawal. Reimbursement will be in accordance with JFTR, para U5320-D.

4. Member may elect to include boat with NTS of household goods. The NTS contractor must accept the boat if it is 14 feet and under without a trailer. If boat is over 14 feet or has a trailer, the NTS contractor is not obligated to accept.

H. SHIPMENT OF BOATS TO ALASKA

1. Consignment Instructions. Shipments of boats from CONUS to Alaska will be consigned in accordance with the PPCIG and moved under international OTO method.

2. Shipments Within Alaska. Intrastate boat shipments in Alaska will be governed by the same procedures applicable to CONUS movements and in accordance with specific state regulatory agencies.

I. QUALITY CONTROL INSPECTIONS. The TO will inspect as many boat shipments as possible originating and terminating within the TO's AOR.

J. CARRIER PERFORMANCE.

1. Carrier Performance Files. Each origin TO will establish a carrier performance file for each boat carrier qualified to serve the installation's area of responsibility. The file will contain all pertinent data relating to the carrier's performance.

2. Unsatisfactory Performance. When a carrier or carrier's agent violates any provision of the Tender of Service, rules, publications of applicable rate tariffs/tenders, legal requirements, or commits unethical acts, the TO will take appropriate action. As a minimum, the TO will report any violations and/or unsatisfactory service rendered by BOTO carriers to HQ MTMC/MTPP-HS.

DOMESTIC BOAT REQUEST

FROM: - (PPSO)

TO: CDR MTMC FALLS CHURCH VA//MTPP-HS//

UNCLAS

SUBJECT: REQUEST FOR DOMESTIC BOAT RATE

1. MEMBER'S NAME/RANK.
2. PICKUP POINT (WHEN A TOW-AWAY INCLUDE COMPLETE ADDRESS, COUNTY/PARISH, CITY AND STATE. IF REQUESTING A COMMERCIAL HAULER GIVE ADDRESS OF ORIGIN MARINA).
3. DESTINATION POINT (WHEN A TOW-AWAY INCLUDE COMPLETE ADDRESS, COUNTY/PARISH, CITY AND STATE. IF REQUESTING A COMMERCIAL HAULER GIVE ADDRESS OF DESTINATION MARINA).
4. PICK UP DATE.
5. DESIRED DELIVERY DATE.
6. INDICATE METHOD: TOW-AWAY, OR MOVED BY COMMERCIAL BOAT HAULER.
7. IF NO DESTINATION ADDRESS IS PROVIDED PPSO MUST GIVE ESTIMATED DAYS IN SIT (TOW-AWAY BOAT ONLY).
8. SIZE OF BOAT: LENGTH, WIDTH, HEIGHT, YEAR, MAKE, MODEL, MANUFACTURER'S WEIGHT, TYPE OF BOAT (SKI, SAIL, FISHING, YACHT, ETC.). ALSO STATE IF BOAT HAS ANYTHING OUT OF THE ORDINARY THAT A CARRIER NEEDS TO KNOW FOR TRANSPORTING.

Figure 412-1. BOTO Message Request Format.

DOMESTIC BOAT REQUEST (Con't)

9. SIZE OF TRAILER, THE STATE WHERE TRAILER IS LICENSED, LICENSE NUMBER AND EXPIRATION DATE.
10. ORIGIN GBLOC
11. DESTINATION GBLOC
12. TRANSPORTATION OFFICE POC (INCLUDE NAME, DSN AND COMMERCIAL PHONE NUMBERS.

Figure 412-1. BOTO Message Request Format (Con't).

INTERNATIONAL BOAT REQUEST

FROM: PPSO

TO: CDRMTMC FALLS CHURCH VA//MTPP-HS//

SUBJ: REQUEST FOR PERSONAL PROPERTY ONE-TIME-ONLY (OTO) WITH
BOAT RATE

1. MEMBER'S NAME/RANK/SSN.
 2. CODE OF SERVICE (4).
 3. ORIGIN PPSO: INCLUDING GBLOC AND PICKUP POINT OF SHIPMENT IF
OTHER THAN INSTALLATION. (HHG AND BOAT)
 4. DESTINATION CITY, INSTALLATION, GBLOC, STATE/COUNTRY.
 5. PICKUP DATE.
 6. REQUIRED DELIVERY DATE.
 7. ESTIMATED WEIGHT IN NET POUNDS FOR HHG.
 8. ESTIMATED WEIGHT IN NET POUNDS FOR BOAT. BOAT REQUESTS MUST
INCLUDE THE FOLLOWING: BOAT-LENGTH, WIDTH, HEIGHT, MOTOR-
MAKE, SERIAL NUMBER, WEIGHT, WHETHER INBOARD OR OUTBOARD.
- NOTE: WHEN BOAT IS MOVING WITH TRAILER, COMBINED
DIMENSIONS ARE REQUIRED.**
9. DATE BOAT OTO INFORMATION IS REQUIRED FOR BOOKING PURPOSES.
 10. LIST CARRIERS IN NONUSE.
 11. POINT OF CONTACT/TELEPHONE NUMBER.

Figure 412-2. International BOTO Request Format

CHAPTER 413

U.S. GOVERNMENT BILL OF LADING--PRIVATELY-OWNED PERSONAL PROPERTY (PPGBL) (SF 1203) AND U.S. GOVERNMENT BILL OF LADING CORRECTION NOTICE (SF 1200)

A. GENERAL

This chapter establishes procedures and provides guidance for the accountability, use, issuance, preparation and distribution of the PPGBL (See Figure 413-1). The PPGBL will be used for the acquisition of authorized transportation and related services from commercial carriers for the movement of DOD-sponsored personal property shipments, mobile homes, and POVs eligible for movement on a PPGBL. (This chapter does not apply to the Do-It-Yourself (DITY) Program).

B. RESPONSIBILITIES

1. HQ MTMC is responsible for prescribing administrative procedures regarding the use of bills of lading for the procurement of commercial transportation services on behalf of DOD.

2. The Administrator, GSA, is responsible for prescribing procedures governing the use of GBLs throughout the U.S. Government. GSA has published the regulations and procedures governing the procurement of, and the billing and payment for, transportation services for the account of the U.S. in 41 CFR 101-41.3, Freight Transportation Services Furnished for the Account of the United States.

C. PROCEDURES

1. Supply. Requisition for PPGBLs will be submitted through normal DOD Component publications supply and distribution channels to United States Army Publication and Printing Command. TOs are responsible for maintaining an adequate supply of PPGBLs at their activity.

2. Accountability.

a. Each shipping activity will maintain records of PPGBLs issued and supply of PPGBLs on hand. PPGBL forms are accountable forms, and the number of pre-printed forms that an activity may keep on hand is limited by Service policy. Internal procedures must be established to control stocks and assign accountability for PPGBL issuance and use. The TO, or in the absence of a TO, an acting TO, will be appointed in writing as the responsible PPGBL issuing officer and held accountable for PPGBL control, safekeeping, and disposition. To facilitate control, individual PPGBL sets are serially numbered when printed. The forms are issued by U.S. Army Publications and Printing Command and

numbers provided by HQ MTMC/MTPP-SA. Packages of PPGBLs must be opened immediately upon receipt and inventoried by the issuing officer or designated representative to verify that none are missing. Activities will establish procedures for conduct of audits by personnel external to the office controlling SF 1203s. Audits must be conducted at least every 180 days to verify inventories and records. TO must provide the same level of accountability and safeguarding of PPGBL numbers maintained and issued in automated systems as they do for pre-numbered PPGBL forms. Audits conducted with automated systems will consist of a review of the PPGBL Register to ensure each PPGBL number is properly assigned to a valid shipment.

b. Computer-Prepared PPGBLS. TOs, having facilities for computer preparation of PPGBLs, may order them in continuous tractor-feed, fan-fold format through appropriate government distribution centers. Authorization must be obtained from HQ MTMC/MTPP-SA to imprint PPGBL numbers at the time of issuance.

(1) Automated Sites. The laser generated PPGBL will be used by all automated sites for the acquisition of authorized transportation and related services from commercial carriers for the movement of DOD Sponsored personal property shipments, mobile homes, and POV's eligible for movement on a PPGBL. Software will generate PPGBLs (SF 1203S) and continuation sheets (SF 1109S) using a laser printer and standard bond paper. PPGBL numbers re controlled by HQ MTMC in coordination with GSA. The laser generated PPGBLs will only be accountable when a number has been assigned to the form. All information printed on the reverse of the non-laser produced PPGBL is included in the Tender of Service, Appendix AZ. The first PPGBL produced (and continuation sheets when applicable) will be annotated "Original." All other copies/reprints will not contain the word, "Original."

(2) Non-Automated Sites. Blank forms will be procured using normal forms supply procedures.

c. Transfer of Forms. Blank serially numbered original PPGBLs or preassembled sets which have been issued to transportation officers or their designated agents may not be transferred to other transportation officers or their agents.

d. Disposition of Unfit or Canceled PPGBLS. When PPGBLs have become mutilated or otherwise unfit for use or have been issued and the planned shipment is subsequently canceled for any reason, all parts except the original will be destroyed. The original PPGBL shall be marked "Canceled" or "Void" and shall be filed in the property shipped PPGBL file. When circumstances prevent filing of the canceled or voided original document, the property shipped copy or a substitute memorandum copy with appropriate notation of disposition of the original PPGBL shall be filed in the property shipped file.

e. Reporting of Lost, Stolen, Canceled, or Missing PPGBLS. The prefix symbol and serial number of blank original PPGBLs or preassembled sets that have

become lost, stolen, or are unaccountably missing or otherwise beyond the control of the issuing officer shall be reported to HQ MTMC/MTPP-SA.

3. Issuing Officer. Only authorized or acting TOs may issue PPGBLS. Such authorized persons may be military personnel or civilian employees of the government on duty at the issuing office. As stated in 41 CFR 101-41.302.4, accountability for GBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper, must appear on the GBL.

4. Format.

a. The PPGBL consists of five separate basic forms. For simultaneous preparation, the forms are produced in a seven-part, carbon, interleaved set (except for laser generated PPGBLS). The standard form numbers, form title, color, and distribution are described in paragraph D below.

b. In all instances, the PPGBL original (SF 1203), shipping order (SF 1204), and the freight waybill original (SF 1205) shall be given to the initial carrier or designated agent for the carrier before the shipment is packed and/or picked up. The carrier shall sign and date the original PPGBL where the certification is printed "Certificate for Receipt of Shipment and Original Bill of Lading."

D. PREPARATION OF THE PPGBL

1. The following preparation instructions are keyed to the numbered blocks appearing on the PPGBL. When different entries are required, due to different methods of shipment; i.e., TGBL, DPM, mobile home, or POV; instruction by shipment method is provided. In all other cases, the entry data provided shall be the same for all methods of shipments.

a. Block 1, Transportation Company and Agent Tendered To. Enter the full business name of the initial line-haul carrier to which the shipment is tendered. The business name shall include the words "company," "incorporated," or "limited," as appropriate. These words may be abbreviated as co., inc., and ltd. No other company or carrier abbreviation, initial, or symbol may be used. Enter the name of the carrier's booking agent or the first agent in the LOI in parentheses after the business name of the initial line-haul carrier.

b. Block 2, SCAC. Enter the four-position SCAC assigned to the initial line-haul carrier by the National Motor Freight Traffic Association.

c. Block 3, Service Code.

(1) TGBL Shipments. Enter the appropriate code of service; such as code 1, code 4, or code J.

(2) DPM Shipments. Enter the applicable two-position DPM alpha code such as HE, BA, or BG. DPM alpha codes are defined in Appendix BF.

(3) Mobile Homes. Enter the code "S".

(4) POVs. Enter the code "C".

d. Block 4, Shipment Number. When more than one shipment is made for an individual member, the PPGBLs shall be numbered in the same sequence as the DD Form 1299 (for example, 1 of 3, or 2 of 3). When only one shipment is made, enter "1 or 1."

e. Block 5, Date PPGBL Issued. Enter the calendar date (day, month, and year) (e.g., 4 Nov 87) on which the first entry is made in preparing the PPGBL .

f. Block 6, Requested Packing Date. Enter the calendar date (day, month, and year) (e.g., 5 Nov 87) on which the carrier is to begin packing a TGBL shipment.

g. Block 7, Requested Pickup Date.

(1) TGBL. Enter the requested pickup date or the date on which the carrier has agreed to pick up the shipment, (e.g., 6 Nov 87).

(2) DPM.

(a) Enter the date the shipment is picked up at the member's residence, nontemporary storage facility etc., in cases where such pick up is performed by a DPM packing contractor.

(b) Enter the scheduled date of pick up by the common carrier in all other cases, e.g., pick up at APOD/WPOD or TO installation facility.

h. Block 8, Required Delivery Date. Enter the RDD (day, month, and year) that the shipment is required at the destination shown in block 18, (e.g., 29 Feb 88).

i. Block 9. No entry required.

j. Block 10, Property Owner's Name, SSAN, and Rank or Pay Grade. Enter the member's name (last, first, middle initial), SSAN, and rank or pay grade. Also enter the member's status (PCS, TDY, SEP, RET) and the unit and activity to which assigned.

(1) If the member's grade is E-4 or below, indicate the maximum authorized weight allowance per JFTR.

(2) For Navy shipments only, enter the member's rank or rate code. This code is the one-digit alpha character immediately following the abbreviation and subhead in the accounting data contained in the member's orders.

(3) For military and civilian personnel, enter "WD" (with dependents) or "WOD" (without dependents).

(4) For deceased members or deceased dependent(s) of a member, annotate "Blue bark" immediately following the name.

(5) For early return of dependents enter dependents name, followed by "dependent of" and sponsors name, SSAN, and rank or pay grade.

k. Block 11, Authority for Shipment. Enter the authority for shipment as shown on the member's orders (such as order number, paragraph number, and order issuing agency).

l. Block 12, Date of Order. Enter the date the orders were issued.

m. Block 13, Extra Pickup or Delivery. When an extra pickup or delivery is requested, cross out the service not applicable and enter the appropriate full address.

n. Block 14, Department or Agency. Enter the sponsoring military service or other agency.

o. Block 15, Transportation Control Number. Enter the TCN for shipments that will move in the DTS and will require a TCMD. The TCN shall be constructed in accordance with procedures set forth in DOD 4500.32-R.

(1) In the TCN MILSTAMP requires a code in the 15th position of the TCN which will designate the shipment as a Code 5, J, T, or DPM shipment. For example, following is the list of current type shipment codes authorized:

B - Unaccompanied baggage (DPM)
J - Unaccompanied baggage (TGBL)--Code J
H - Household goods (DPM)
K - Household goods (TGBL)--Code 5 (for surface) & Code T (for air)
P - POV

(2) If TCNs are to be developed for all shipments, different type shipment codes will have to be developed for the following codes of service:

Code 1A - Motor Van--Interstate
1B - Motor Van--Intrastate

- Code 2A - Container--Interstate
- Code 2B - Container--Intrastate
- Code 3 - International Door-to-Door Container using MSC negotiated rates to commercial port of discharge
- Code 4 - International Door-to-Door Container
- Code 5 - International Door-to-Door Container surface - government provides ocean transportation and terminal service
- Code 6 - International Door-to-Door Air Container
- Code 7 - International land-water-land baggage
- Code 8 - International land-air-land baggage
- Code T - International Door-to-Door Container - AMC. NOTE:
Although the Code K is used for Code T shipment, since all shipments will have a unique type shipment code, a separate code should be developed for Code T shipments.

p. Block 16. No entry required.

q. Block 17, Full Name of Shipper. Enter the full name of the military installation or activity making the shipment.

r. Block 18, Consignee. Name, destination, delivery address, and rate area code (e.g., US11, US12, US13, etc.) Rate area code is only required on ITGBL shipments.

(1) TGBL Shipments.

(a) Consigned to the Member. Enter the member's name (last name, first name, and middle initial), rank, and activity to which assigned (shipments destined overseas--spell out the name of the activity and country--do not show APO/FPO number) or delivery address, including the street, city, county, state, or country, and ZIP code.

(b) Consigned to the Member's Agent. Enter the full name of the member's designated agent, followed by the word "agent", and the delivery address, including the street, city, county, state or country, and ZIP code.

(c) Consigned to a Commercial NTS Facility. Enter the full business name and address of the commercial storage contractor, including the street, city, county, state, and ZIP code.

(d) Consolidated Shipments. A separate PPGBL shall be issued for each member's lot in the consolidated shipment. The individual PPGBL shall be cross-referenced by inserting the following statement in block 27: "This is a consolidated shipment comprised of PPGBL numbers" (list all other PPGBL numbers involved in the consolidated shipment).

(2) DPM Shipments. DPM shipments shall be consigned in accordance with the PPCIG. For DPM shipments entering the DTS, the CONUS WPOE or APOE and the Desired Delivery Date (DDD) the shipment is required at WPOE/APOE shall be entered. The final overseas destination shall appear in Block 20.

(3) Mobile Homes. Enter the member's name (last name, first name, and middle initial) (or the full name of the member's agent followed by the word "agent") and the delivery address, including the street, city, county, state, and ZIP code.

(4) POVs. Enter the member's name (last name, first name, and middle initial) or the full name of the member's agent followed by the word "agent", and the delivery address, including the street, city, county, state, and ZIP code, or, if destined to a port, the applicable ocean terminal, whichever applies.

s. Block 19, From. Complete address at point of pickup and rate area code (e.g., US 11, US12, US13, etc.). Rate area code is only required on ITGBL shipments.

(1) Shipments from Residence. Enter the exact location of the property to be shipped, including the street, city, or military installation, county, state or country, and ZIP code.

(2) Shipments From Storage or Contractor's Facility. Enter the name of the commercial or government warehouse facility, including the street, city, county, state, or country, and ZIP code. For shipments from NTS enter the stored net weight, lot number, and service order number.

t. Block 20, Responsible Destination Installation or Office

(1) GBLOC. Enter the destination TO GBLOC in the designated block in Block 20.

(2) TGBL and DPM Shipments. Enter the name of the responsible destination TO, state, ZIP code, or country, APO/FPO number, and the commercial telephone number.

(3) DPM Shipments entering the DTS. For DPM shipments entering the DTS, the final overseas destination TO shall be entered, not the CONUS WPOE/APOE, which appears in Block 18.

(4) Consolidated DPM Shipments Entering the DTS. Enter the responsible destination TO and GBLOC receiving the largest shipment by weight.

u. Block 21, Bill Charges To.

(1) Army and Air Force Shipments. Enter: Defense Finance and Accounting Service - Indianapolis Center, Transportation Operations (DFAS-1-THA), Indianapolis IN 46249-0611.

(2) Navy Shipments. Enter: Defense Finance/Accounting Service, Norfolk Operating Location, P.O. Box 8489, Norfolk VA 23503-0489.

(3) Marine Corps Shipments. Enter: Commanding General, Marine Corps Logistics Base (Code 470), Albany GA 31704.

(4) Coast Guard Shipments. Enter: Commanding Officer (OTAB), U.S. Coast Guard Finance Center, 1430A Kristina Way, Chesapeake VA 23326-0015.

(5) Defense Logistics Agency, Defense Intelligence Agency, and Office of the Secretary of Defense Shipments. Enter: U.S. Army Finance and Accounting Center, Transportation Operations, Indianapolis IN 46249.

(6) Other. Enter the finance office indicated in the member's orders as being responsible for payment.

v. Block 22, Via.

(1) TGBL Shipments. Leave blank.

(2) DPM Shipments.

(a) INTL/AIR/COMM/DPM Shipments. Show the complete routing from origin to final destination as provided by the initial carrier.

(b) All Other DPM Shipments. Only the name of the originating carrier is necessary unless it is to the advantage of the government to specify the connecting carriers. It is the obligation of the originating carrier to forward shipments over a route that will provide the lowest published charges within the mode. When it is necessary to route shipments, routing shall be selected by experienced transportation personnel who are aware of various tariff restrictions and limitations to ensure that services are obtained at the lowest possible cost.

(3) POVs. The same instructions apply as those shown under "All other DPM Shipments."

(4) Mobile Homes. For mobile home shipments, enter the method of movement, e.g., towage, lowboy.

w. Block 23. No entry required.

x. Block 24, Appropriations Chargeable.

(1) Army Shipments. Enter the movement designator code (MDC) from the member's orders. Also, for ITGBL shipments, enter the four-digit TAC. TACs are listed in Volume II, DOD 4500.32-R.

(2) Air Force Shipments. Enter the Air Force seven digit ATAC from the member's orders. Additionally, for ITGBL shipments enter the TAC.

(3) Navy Shipments. Enter the four-digit TAC shown in the member's orders. If the TAC is not shown in the member's orders, refer to Volume II, DOD 4500.32-R.

(4) Marine Corps Shipments. Enter the TAC from the current year edition of the Marine Corps Bulletin 4610.

(5) Coast Guard Shipments. Enter the accounting data indicated on the member's travel order. It is normally located in Block 9 of the Coast Guard Form 5131, Standard Travel Orders for Military Personnel, or specified in the body of a letter-format travel order.

(6) All Other DOD Shipments. Enter the accounting data from the member's orders. Also, for all ITGBL shipments, enter the four-digit TAC shown in the member's orders. Show the word "TAC" followed by the four-digit code. If the TAC is not shown in the member's orders, refer to Volume II, DOD 4500.32-R.

y. Block 25, Remarks.

(1) SIT.

(a) TGBL Shipments Authorized SIT. If SIT was used at origin, enter: _____ days SIT were used at origin.

(b) Shipments from NTS. If SIT was used, enter: _____ days temporary storage were used at origin.

(c) Shipments not Authorized SIT. Enter: SIT not authorized.

(2) Export and Import Annotations. For shipments originating in CONUS and destined overseas, enter: For Export. For shipments moving by air, originating overseas and destined for CONUS, enter: Imported by Air.

(3) Unpacking at Destination. When the carrier does not perform packing services at origin and unpacking services are required at destination, enter "Unpacking Required at Destination." This shall apply to shipments moving from NTS and UB

shipments when unpacking of UB is requested by the member and authorized by the TO. When unpacking is authorized on the PPGBL, the carrier/agent will prepare a DD Form 619-1 for labor charges. Member will initial the DD Form 619-1 to verify that unpacking services were performed. If the PPGBL for a shipment from NTS is not annotated, the destination TO shall authorize unpacking services on the DD Form 619-1.

(4) TGBL Notification.

(a) Direct Delivery Requested. If the member has made advance arrangements with origin TO for direct delivery to destination residence, enter: Direct Delivery Authorized -- Before completing delivery, the carrier shall notify the TO or appropriate duty officer specified in Block 20.

(b) Direct Delivery Not Requested. Enter: Before effecting delivery to residence or placing in storage, the carrier shall notify the TO specified in Block 20.

(c) Blue bark Shipments. Enter: Direct Delivery is not authorized. The carrier shall contact the TO specified in Block 20 for instructions.

(5) Retrograde Shipments When Intermediate SIT Is Involved. Enter: Carrier shall request disposition instructions from the TO at the CONUS military ocean or air terminal.

(6) Mobile Homes.

(a) Enter: Necessary repairs and services are authorized, not to exceed \$150 total (tire or tube replacement is excluded) without prior approval of the origin TO or member. The total specified may be greater than \$150 if authorized by the member, in writing, at the time of counseling.

(b) Also enter amounts paid by the origin TO on local contract for accessorial services not performed by the member or the carrier.

(c) Army, Air Force, and Marine Corps personnel not remaining in a pay status--insert the entitlement cost basis (maximum allowable cost) of the mobile home shipment. For all other Army, Air Force, and Marine Corps personnel, 105 % of Base Line HHG Rate and maximum packing (MAXPAK) Rate shall be entered.

(d) For Navy personnel, the cost basis will not be shown.

(7) Special Authorization. For shipments made from or consigned to a point not specified in the member's orders, enter "Shipment authorized from (city/military installation, county, and state/country) to (city/military installation, county, and state/country). "For Army shipments, also enter "Shipment to authorized destination

would have been under (enter MTMC rate solicitation #) at a total cost of \$ (enter total charges)."

(8) Use of Government-Owned Containers. When government-owned containers are used for shipments moving in TGBL service, enter the applicable statement from the appropriate rate solicitation. Also enter the number and type of containers used.

(9) Administrative Weight Limitation. For shipments to or from overseas areas where administrative weight limitations are in effect, enter the following notation: "Maximum administrative weight allowance for household goods/unaccompanied baggage is (insert weight)." (NOTE: Weight limitations for Navy shippers will be listed on the member's orders).

(10) NTS. When a shipment is consigned to an NTS facility, enter "For Nontemporary Storage."

(11) Firearms. When the shipment contains firearms, enter "This Shipment Contains Firearms."

(12) Nonperformance of Interior Packing. When no packing of interior boxes (such as cartons, drums, and dish packs) is performed on international containerized shipments moving under SFRs, annotate the PPGBL with the applicable solicitation item number and the statement, "Apply (show \$ amount) per net cwt reduction to the SFR."

(13) DPM and Code 5 Shipments Moving Through CONUS MOTs. Enter the prelodge, predelivery notification requirements as set forth by the MOT in the PPCIG, Volume I (CONUS).

(14) POVs. Enter year, make, serial number, license number, and any other information necessary to identify the POV.

(15) Reweigh Required. When it is determined by the TO that a reweigh is necessary, or when a reweigh is requested by the member at origin, the TO shall annotate the PPGBL with the words "REWEIGH REQUIRED".

(16) Desired Delivery Date (DDD)/Estimated Time of arrival (ETA) at POE. For Code 5, T, and J shipments, enter "DDD: (insert date) at the POE." Compute the date from the ETA (Block 16) shown on the TCMD.

z. Block 26. Packages.

- (1) TGBL Shipments. Enter: 1 LOT.
- (2) DPM Shipments. Enter the number and type of containers, (e.g., 1 FL - 2 CTNS).
- (3) Mobile Home Shipments. Enter: 1 EA.
- (4) POVs. Enter: 1 VO.

aa. Block 27, Description of Shipment. Enter the words "Household Goods," "Unaccompanied Baggage," "Personal Effects," "Mobile Home with personal effects as indicated on the inventory," as appropriate. For POVs, show the property classification and NMFC/UFC number.

- (1) TGBL Containerized Shipments. The carrier shall enter the total number of containers and total cube, along with dimensions, as required.
- (2) DPM Shipments. After HHG or personal effects, the DPM Contractor shall enter the aggregate weight and cube of the total number of each different type of container shown in Block 26.
- (3) Mobile Homes. After "Mobile Home with personal effects as indicated on the inventory," enter the "length, width, height" of the mobile home in feet and inches. If the mobile home is the expando type, indicate "expandable" and specify type (such as single, double, or triple room, one side or both sides). Also, enter the make, model, year, serial number, current license number, state, and year issued. If additional space is required, use the "remarks" block.
- (4) DPM or POV Consolidated Shipments. A single PPGBL with continuation sheets shall be issued. Enter: "This is a consolidated shipment. See continuation sheet." Each individual shipment lot shall be identified on the continuation sheet, and the member's name, rank, SSAN, delivery address, and authority for shipment shall be specified.

(5) Shipment Valuation. The preprinted statement on the PPGBL shall be the only reference to the valuation of a shipment unless a higher valuation is declared. When this occurs, the following statement shall be entered:

- (a) For TGBL Domestic Shipments. Enter one of the following:
 1. Increased Valuation - "Shipment is released at a declared lump sum value of \$_____ or "Shipment is released at a valuation of \$_____ times the net weight in pounds of the shipment".

2. Full Replacement Protection - "Shipment is released at full replacement protection of \$3.50 times the net weight in pounds of the shipment or \$21.00, whichever is greater.

(b) DPM Shipments. Enter: Released valuation not exceeding _____ cents per lb.

ab. Block 28, Weight.

(1) TGBL Shipments. The carrier shall enter the gross, tare, and net weight in this column. The net weight shall include the weight of PBP&E and consumable items (CONS).

(2) DPM Shipments. Enter the total gross, tare, and net weight of the shipment.

(3) PBP&E. PBP&E shall be weighed separately and the weight shall be inserted in the space provided. (Chapter 403, para B3).

(4) Consumable Items. Consumable items shall be weighed separately and the weight shall be annotated in the space provided for PBP&E weight. Consumable items shall precede this weight in order to distinguish between the weight of consumables and PBP&E.

ac. Blocks 29 and 30, For Use by Destination Carrier Only. The carrier shall enter these data elements as required for billing.

ad. Block 31, Tariff or Special Rate Authorities. Enter the special rate authority and for ITGBL shipments, the rate per cwt (such as, RS I-8/\$52.50 cwt) for domestic shipments enter percentage (such as RS D-5/95%). For OTO shipments, enter the words "one-time-only" or OTO", the carrier's rate tender number, and the OTO rate.

ae. Block 32A, Issuing Officer. Enter the name and title of the issuing transportation officer. Signature of the issuing transportation officer is not required.

af. Block 32B, Issuing Office. Enter the GBLOC and full name of the military installation or activity issuing the PPGBL.

ag. Block 33A, Name of the Transportation Company. Enter the same information as in block 1.

ah. Block 33B, Date of Receipt of Shipment. The carrier shall enter the actual date the shipment is picked up.

ai. Block 33C, Signature of Agent/Driver. The carrier/agent or driver shall sign the PPGBL acknowledging receipt.

aj. Block 33D, PER. If the agent's name is signed by the agent's authorized representative, the initials of the representative shall appear in this block.

ak. Block 34, For Use by the Paying Officer. The TO shall check the applicable block to identify the reason for any excess cost involved in the shipment. The "Remarks" block shall be used to fully explain the reason for the excess cost. Block 34 must be marked for all Navy sponsored shipments that include a boat or mobile home.

al. Blocks 35A through 35G, Certificate of Carrier Billing for Charges. The carrier authorized to bill for charges shall complete this portion of the PPGBL after delivery has been accomplished.

am. Block 36, Special Services Ordered (Reverse of PPGBL). Any special services authorized shall be entered by the issuing TO.

E. DISTRIBUTION AND SUBSTITUTE DOCUMENTS

1. General. The PPGBL is printed as a seven-part form (original and 6 copies). This section provides guidance for the proper distribution of the PPGBL for all methods and modes of shipment. It also discusses procedures for the use of substitute documents when the original PPGBL has been lost or destroyed.

2. Distribution. The PPGBL shall be processed and distributed as follows:

- | | |
|--|---|
| a. Original SF 1203 | Provide to the origin carrier for submission to the finance center for payment. |
| b. Shipping Order SF 1204
(not required for laser printed PPGBLs) | Provide to the origin carrier for retention as actual service order. |
| c. Freight Waybill Carrier's Copy SF 1205
(not required for laser printed PPGBLs) | Provide to the origin carrier for retention. May be used as substitute document (for a lost PPGBL). |
| d. Accounting Copy SF1203A
(not required for laser printed | For Army, Air Force, and Marine Corps Shipments--Provide to carrier for annotation of weight charges as |

PPGBLs)

required by Tender of Service and for TGBL domestic--show mileage.

- e. Property Owner Copy
SF 1203B
(not required for laser printed
PPGBLs)

For All Methods Except DPM - Give to origin carrier, who shall:

- Give to the member when pickup is made at the residence.
- Give to the member when delivery is made at the residence if the origin pickup is from NTS.
- Give to the destination TO if the shipment originates from NTS and is to be placed in SIT at the destination. The TO shall give the copy to the member or the member's agent.

For DPM Shipments - The TO shall forward the copy to the member's destination address or unit of assignment, if known.

- f. Property Received Copy
SF 1203A
(not required for laser printed
PPGBLs)

Forward to the destination TO, who has final delivery responsibility, with required supporting documents, to arrive in advance of the shipment. Blue Bark shipments should be so annotated and forwarded via certified mail. Notify destination TO by telephone or message of Blue Bark shipment.

- g. Property Shipped Copy
SF 1203A
(not required for laser printed
PPGBLs)

Disposition is as follows:

For TGBL Shipments, retain in an origin suspense file pending receipt of the accounting copy. Upon receipt, annotate the Property Shipped Copy and place in the shipment file.

For DPM Shipment, retain in the origin shipment file.

3. PPGBL Canceled After Distribution. When a PPGBL must be canceled after partial or complete distribution, a memorandum copy (and reproductions as necessary)

shall be clearly marked "canceled" and forwarded to each recipient of the initial distribution and HQ MTMC/MTPP-SA. Also, when a PPGBL Correction Notice is prepared, a complete distribution will be made in accordance with paragraph F below.

4. Substitute Documents Issued for a Lost PPGBL.

a. Issuance. When it is evident that the original PPGBL has been lost or destroyed, the carrier shall forward the original Freight Waybill (SF 1205) to the appropriate finance center for payment. When both the original PPGBL and the original Freight Waybill have been lost or destroyed, the carrier shall request a certified memorandum copy for use as a substitute billing document. The origin TO shall annotate the certified memorandum copy as follows: "I certify that the services shown on this freight waybill were requested." This certified memorandum copy will be signed, dated, and returned to the carrier for billing.

b. Records and Control. The TO shall note all memorandum PPGBLs in the PPGBL accountability record and promptly shall notify the responsible paying finance center so the finance center may take steps to preclude duplicate payment of the transportation charges.

**F. PREPARATION OF THE U.S. GOVERNMENT BILL OF LADING
CORRECTION NOTICE (SF 1200) (See Figure 413-2)**

1. General.

a. This section provides guidance and instruction in the preparation of the SF 1200 for making alterations and corrections to PPGBLS.

b. The subsection below is keyed to the numbered blocks on the Government Bill of Lading Correction Notice (SF 1200).

(1) Date Notice Prepared (unnumbered). Enter the date the SF 1200 is prepared.

(2) PPGBL Number (Block 1). Enter the prefix symbol and serial number of the PPGBL being corrected. Only one PPGBL will be corrected on each SF 1200.

(3) Date PPGBL Was Issued (Block 2). Enter the issue date shown on the PPGBL being corrected.

(4) Total Weight Shown on PPGBL (Block 3). Enter the total weight shown on the PPGBL.

(5) Origin (Block 4). Enter the name of the origin address as shown on the PPGBL.

(6) Destination (Block 5). Enter destination address as shown on the PPGBL.

(7) Route (Block 6). Enter route shown on "via" block on the PPGBL. Leave blank if no route is shown on the PPGBL.

(8) Issuing Office (Block 7). Enter the name of the activity who issued the PPGBL.

(9) To (Block 8). Enter name, address, and ZIP code of activity to which the original SF 1200 is to be sent.

(10) Payment Data (Block 9). Self explanatory.

(11) From (Block 10). Enter name, address, and ZIP code of activity issuing the SF 1200.

(12) Bill of Lading Now Reads (Block 11). Enter information from the PPGBL which is to be corrected. If the SF 1200 is being issued to include information omitted from the PPGBL, enter the words "information omitted" in this block.

(13) Correct Bill of Lading to Read (Block 12). Enter information to be shown on the corrected PPGBL.

(14) Authority for Correction (Block 13). Enter information which justifies correction.

(15) Remarks (Block 14). Enter remarks as appropriate pertaining to the correction being made.

(16) Information Copy (Block 15). Enter name, address, and ZIP code of all the recipients of SF 1200, excluding the addresses shown in Blocks 8 and 10.

(17) Signature and Title of Initiating Official (Block 16). Self-explanatory.

(18) Carrier Representative Signature (Block 17). Self-explanatory.

G. DISTRIBUTION OF SF 1200

1. When transportation charges are affected by the alteration or correction, the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

- a. A copy to consignee.

- b. A copy to the appropriate disbursing officer.
- c. Original and one copy to the originating carrier.
- d. Copy to the office of the shipper service.
- e. Copy to be attached to the consignor copy of the PPGBL.
- f. Copies to all other addresses shown in "Information copy to" (Block 15).
- g. Copy retained by the initiator of the SF 1200.

2. When the disbursing office or appropriation data changes the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

- a. Original to the initial disbursing office.
- b. Copy to the new disbursing office as amended.
- c. Two copies to the consignee.
- d. Copy to the office of the shipper service.
- e. Copy to origin carrier.
- f. Copy to be attached to the consignor copy of the PPGBL.

3. When any other alternations or corrections are made the SF 1200 shall be prepared in sufficient quantity to permit the same distribution as stated in paragraph F.1. above.

H. WHO MAY ISSUE SF 1200

1. Issuing Officer. In all cases where the issuing officer detects that an alteration or correction is required, the issuing officer shall initiate the SF 1200. This issuing officer shall also make distribution in accordance with paragraph F.


2. Consignee.




a. When the consignee considers it necessary to make alterations or corrections which have not been authorized by the issuing officer, the consignee will notify the issuing office by electrical means or in writing, unless it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment. If a reply to this notification is not received within 30 days alterations or corrections will be made by the consignee.

b. When it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment, the consignee will make the necessary alterations or corrections without the issuing officers authorization.

U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY

ORIGINAL B/L NO. 

1. TRANSPORTATION COMPANY (to agent) TENDERED TO 				2. SCAC	3. SERVICE CODE	4. SHIPMENT NO. OF	5. DATE B/L ISSUED
"SAMPLE"				10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE			
6. REQUESTED PACKING DATE	7. REQUESTED PICKUP DATE	8. REQUIRED DELIVERY DATE	9. IMPORTANT Regulations require Original, Shipping Order, and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1203B, Memorandum Copy, to be furnished to consignee (property owner).				
13. EXTRA PICKUP/DELIVERY (Complete address)				11. AUTHORITY FOR SHIPMENT (Order No., Par. No., HQ)		12. DATE OF ORDER	
				14. DEPARTMENT/AGENCY		15. TRANSPORTATION CONTROL NO.	
16. Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.				17. FULL NAME OF SHIPPER			
				19. FROM (Complete address of point of pickup) (See block 13.)			
18. CONSIGNEE (Name and destination delivery address) (See block 13.)				21. BILL CHARGES TO (Dept./Agcy., Bur./Off., and complete mailing address)			
				24. APPROPRIATION CHARGEABLE			
20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE				GBLOC #			
22. VIA (Names of interlining carriers)				23. FOR CARRIER USE ONLY—WAYBILL/FREIGHT BILL NO.			
25. REMARKS (If extra services are ordered, see ADMINISTRATIVE DIRECTION NO. 2 on reverse.)							

26. PACKAGES		27. DESCRIPTION OF SHIPMENT* (Specify)	28. WEIGHT†	FOR USE OF DESTINATION CARRIER ONLY		
NO.	KIND			SERVICES	29. RATE	30. CHARGES
		GROSS #	LINE-HAUL TRANSPORTATION			
		TARE #	PACKING/UNPACKING			
		NET #	OTHER ACCESSORIAL SERVICES			
			† Incl. professional books, papers, and equipment weighing:	TOTAL #		
31. TARIFF OR SPECIAL RATE AUTHORITIES						
* Issued at lowest valuation cited in appropriate tender or tariff unless otherwise stated hereon. B/L NO. 			32a. ISSUING OFFICER (Name and title)			
			32b. ISSUING OFFICE (Name and complete address)			GBLOC #
33a. NAME OF TRANSPORTATION COMPANY			33b. DATE OF RECEIPT OF SHIPMENT			
33c. SIGNATURE OF AGENT/DRIVER			33d. PER			
34. FOR USE OF PAYING OFFICER (Does not affect carrier charges)						
			UNAUTHORIZED ITEMS	EXCESS DISTANCE	Other (Explain under remarks)	
			EXCESS VALUATION	EXCESS WEIGHT		
CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT						
35a. ON (Date)		35b. AT (Actual delivery point)		35c. THE (Name of delivering carrier)		
35d. DELIVERED THIS CONSIGNMENT TO 			<input type="checkbox"/> STORAGE IN TRANSIT <input type="checkbox"/> RESIDENCE		35e. COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREFTER  <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGE <input type="checkbox"/> CARRIER OS&D REPORT ATTACHED	
35f. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)				35g. SIGNATURE OF CARRIER'S AUTHORIZED AGENT		

"SAMPLE"

Carrier to execute and attach Certificate of Storage and Liability for shipment placed in storage in transit.
 EXCEPTION TO SF1203 APPROVED BY GSA/IRMS 3/92. 1203-106-02 STANDARD FORM 1203 (7-87)
 PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 413-1. SF 1203, U.S. Government Bill of Lading

TERMS AND CONDITIONS. It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101-41, of the Code of Federal Regulations.

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefore by the carrier.

All parties to this bill of lading (carriers, agents, freight forwarders, and others) recognizing that this shipment is made under the auspices of the United States Government, agree to forgo any liens that may arise from any cause whatsoever and not to detain or impound this shipment for any reason.

Carrier shall in no way demand prepayment of charges nor make any collection of charges at time of delivery.

Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.

PRIVACY ACT DATA (5 USC 552a). This form serves as a procurement, accountability and payment form in the shipment of privately owned personal property for the account of the U.S.

Information thereon may be used to prepare related documents or collect excess costs. Disclosure of information is voluntary but its absence may preclude shipment of property.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS.

1. Continuation sheets of the prescribed form should be used and attached hereto when space under "Description of Shipment" on the face of this bill of lading is inadequate.
2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof under the "Description of Shipment" or under the "Remarks" if space is available, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.
3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.
4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.313-2.
5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. The air carrier or air freight forwarder must submit with each bill involving the use of a foreign-flag carrier, in whole or in part, a copy of the air waybill, manifest or other documentation showing the underlying air carriers used with justification statement for use of the foreign-flag carrier. See General Accounting Office standards in 4 CFR 52.2.

SPECIAL SERVICES ORDERED

Figure 413-1 (Cont'). Standard Form 1203, U.S. Government Bill of Lading

GOVERNMENT BILL OF LADING CORRECTION NOTICE		DATE NOTICE PREPARED
1. GBL NUMBER	2. DATE GBL WAS ISSUED	3. TOTAL WEIGHT SHOWN ON GBL
4. ORIGIN (As shown in "Origin" block on GBL.)		5. DESTINATION (As shown in "Destination" block on GBL.)
6. ROUTE (Complete routing shown on GBL.)		7. ISSUING OFFICE (As shown on GBL under "For Use of Issuing Office.")
8. TO: (Name and address of carrier/activity to which directed, including ZIP Code.)		9. Complete items 9a, b, and c only when correction is made after transportation charges have been paid. a. D.Q. VOUCHER NUMBER b. D.Q. VOUCHER DATE c. D.Q. SYMBOL
10. FROM: (Full name and address of the activity initiating the notice, including ZIP Code.)		
11. BILL OF LADING NOW READS (Show the information as it reads prior to correction.)		12. CORRECT BILL OF LADING TO READ (Show how the corrected information should read.)
13. AUTHORITY FOR CORRECTION (Tariff and item numbers; classification and item number; or other authority for making the change.)		
14. REMARKS (Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.)		
15. INFORMATION COPY TO (Name and address, including ZIP Code.)		16. SIGNATURE AND TITLE OF INITIATING OFFICIAL 17. CARRIER REPRESENTATIVE'S SIGNATURE (Require when notice is initiated by shipper and transportation charges are affected.)

Form designed using ReForm Pro software.

STANDARD FORM 1200 (8-82)
Prescribed by GSA, FPMR (41 CFR) 101-41.3

Figure 413-2. SF1200, Government Bill of Lading Correction Notice.

APPENDIX AY

LETTER OF INTENT (LOI) PERSONAL PROPERTY AND UNACCOMPANIED BAGGAGE

INSTRUCTIONS FOR COMPLETING LETTER OF INTENT (LOI) FORM: Form must be typed.

THIS SECTION FOR PPSO USE ONLY: Carriers do not use this block.

BLOCK A. Title of approving official.

BLOCK B. Signature of person authorized to sign this form.

BLOCK C. Date accepted by PPSO.

BLOCK D. Appropriate cycle LOI will become effective, i.e., DS96/DW96, or IS96/IW96.

THIS SECTION FOR CARRIER USE ONLY. Title, typed name, and signature of carrier approving official and date.

1. CARRIERS NAME: Full name of carrier.
2. CARRIER SCAC: Carrier's 4-letter alpha code.
3. CARRIER PHONE: Carrier must indicate the same phone number(s) as on the Tender of Service Signature Sheet (TOSSS) filed with HQ MTMC.
4. CARRIER ADDRESS: If both a physical address and a post office address are indicated on the TOSSS filed with HQ MTMC, you must indicate the same exact addresses.
5. CARRIER TELEX: Carrier must indicate the same TELEX number as on the TOSSS filed with HQ MTMC.
6. CARRIER FAX: Carrier must indicate the same FAX number as on the TOSSS filed with HQ MTMC.
7. CARRIER EASYLINK: Carrier must indicate the same easylink number as on the TOSSS filed with HQ MTMC.
8. TO: Personal property shipping office address and GBLOC.
9. TYPE OF LOI: Check type of LOI. Only one type may be indicated per LOI Form.
10. NEW OR REPLACEMENT LOI: Indicate if this is a new or replacement LOI.

- A. "NEW LOI" If carrier does not have a valid LOI on file at the PPSO.
- B. "REPLACEMENT LOI" (i.e., change of agent, phone number, address, etc.), enter "ACCEPTANCE DATE" of the LOI on file that you are replacing.

11. THIS LOI IS APPLICABLE TO YOUR OPERATING AREA(S) WITHIN THE ENTIRE AOR. Please indicate applicable operating area(s).

12. SCOPE OF OPERATING AUTHORITY AS INDICATED ON CERTIFICATES/PERMITS ON FILE WITH HQ MTMC: Check the appropriate box. List the 2-letter State code for any exception(s). For intrastate, check Block G and list the 2-letter State code. If requested by the PPSO, intrastate carriers will provide a copy of their operating authority.

13. LIST OF DESIGNATED AGENTS:

- a. List code of Service (i.e., Code 1, Code J, Code 4, etc.)
- b. If carrier listed is your booking agent, show a "Y", if carrier listed is not your booking agent, show an "N".
- c. Use only if agent has a different mailing address than the physical address.
- d. List full name and address of agent.
- e. List phone number, TELEX number and FAX number.

14. REMARKS: This section may be used by carrier and/or PPSO. This section may be used for any additional information necessary. If a carrier has a restricted operating authority, it may be listed here. PPSO may list reason for rejection (if applicable) in this Block.

NOTE: If any information changes, carrier must submit an updated TOSSS to HQ MTMC, and a "Replacement" LOI to the PPSO.

You may place this form in your personal computer. but the format and content **MUST BE EXACTLY THE SAME AS OUR LOI FORM.**

THIS SECTION FOR PPSO USE ONLY

D. THIS LOI IS EFFECTIVE

CYCLE

YOU ARE REQUESTED TO ACCEPT THIS LOI AS EVIDENCE OF OUR INTENT TO PROVIDE PERSONAL PROPERTY SERVICES FROM YOUR AREA(S) OF RESPONSIBILITY. WE ARE A DOD APPROVED CARRIER AND COPIES OF FEDERAL AND/OR STATE CERTIFICATES AND/OR PERMITS ARE ON FILE WITH HQMTMC. I CERTIFY THAT THE FOLLOWING STATEMENTS ARE TRUE AND COMPLETE. ANY MISREPRESENTATION AND/OR FALSIFICATION MAY BE SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE. I FURTHER CERTIFY I HAVE WRITTEN AGREEMENTS WITH AGENTS INDICATED ON THIS LOI FOR THE PURPOSE OF HANDLING NOTED CODES OF SERVICE. I CERTIFY THAT FACILITIES OF THESE AGENTS HAVE BEEN INSPECTED BY AN AUTHORIZED REPRESENTATIVE OF MY COMPANY AND SUCH FACILITIES MEET THE STANDARDS OF THE TENDER OF SERVICE.

DATE _____

3. CARRIER PHONE:

7. CARRIER EASYLINK

* PPSO MAY REQUEST A COPY

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LETTER OF INTENT (LOI)

Page 2 of 2

HOUSEHOLD GOODS OR UNACCOMPANIED BAGGAGE (PRESCRIBING DIRECTIVE IS DOD 4500.9-R)

CARRIER SCAC:

13. LIST OF DESIGNATED AGENTS:

A.	B.	C.	D.	E.
C/S	BOOKING AGENT	AGENT NAME/MAILING ADDRESS	AGENT PHYSICAL ADDRESS	PHONE/TELEX/FAX

14. REMARKS (THIS SECTION MAY BE USED BY CARRIER AND/OR PPSO)**FIGURE AY-1 (Cont). Letter of Intent**

AY-4

APPENDIX AZ

TENDER OF SERVICE

PERSONAL PROPERTY HOUSEHOLD GOODS AND UNACCOMPANIED BAGGAGE OMB 0702-0022 (31 May 90)

PART I - QUALIFICATION

A. GENERAL

1. Gender. The first person singular pronoun is used throughout this Tender of Service and refers to a person, partnership, or corporation submitting such tender.

2. Tender of Service.

a. I understand that both this Tender of Service and Rate Solicitation are binding.

b. I will submit to the Commander, Military Traffic Management Command (MTMC), Attn: MTOP-JFR, 5611 Columbia Pike, Falls Church, VA 22041-5050, the Tender of Service Signature Sheet certifying that I have read and understand the terms and conditions and agree to provide service as set forth in this Tender of Service. I will retain the actual Tender of Service for my files.

c. As required on the Tender of Service signature sheet, I agree to either certify that I am not under common financial and administrative control with any other carrier(s) or forwarder(s) or to provide a list of the carrier(s) or forwarder(s) with which I have a common financial and administrative control relationship. As used herein, the term "common financial and administrative control" means the power, actual as well as legal, to influence the management, direction, or functioning of a business organization. Circumstances surrounding organization or operation which may, but do not always, result in a common financial and administrative control relationship include the following:

- (1) Majority or minority ownership.
- (2) Familiar relationships.
- (3) Voting of securities.
- (4) Common directors, officers and/or stockholders.

- (5) Voting or Holding trusts.
- (6) Associated companies.
- (7) Contract or debt relationships.

d. I understand that submission of this Tender of Service signature sheet, hereafter referred to as tender, is a prerequisite to my consideration for Department of Defense (DOD) approval for the movement of personal property; that it does not obligate the Government in the distribution of traffic; and that such submission indicates that I consider myself to be qualified, willing, and able to accept shipments from military activities and seek such shipments under the terms set forth herein. I will be notified of changes to the tender by certified mail. Changes, additions, and deletions are effective upon receipt of notification unless specifically stated otherwise.

e. I agree to comply with all requirements of the carrier's qualification program as prescribed by HQ MTMC.

3. Operating Authority.

a. I certify that I hold all necessary operating authority issued in my name, from appropriate regulatory bodies, for the transportation of personal property and will provide copies of each authority to the HQ MTMC, Attn: MTOP-JFR; or that I am exempt from such regulatory certificate by operation of law or order of an appropriate regulatory body and, in addition to tariff and legal requirements, agree to the provisions of this tender.

b. I agree to provide service to all areas contained in my operating authority from those installations where I have filed a letter of intent (LOI), except that in filing an LOI, I will not be required to offer services to destination areas which involve gateways requiring circuitous routing that would increase the distance from points of origin to points of destination of a shipment to an extent which would cause the required delivery date (RDD) to be missed. Failure to provide service to all areas covered by my LOI, as evidenced by a continuous pattern of selectivity as to shipments accepted, or continuous refusal of shipments to specific destination areas, may be grounds for suspension and possible return of my LOI.

4. Surface/Aerial Port Agents.

a. I understand and agree that the facilities of CONUS and overseas surface/aerial port agents meet national/host country standards and codes with respect to fire safety, prevention and protection requirements; storage of combustible materials; and are utilized in accordance with generally accepted warehousing practices. Facilities are subject to inspection by competent authority; if facilities are found unsatisfactory, I will

be subject to nonuse until deficiencies are correct or shipment is moved to an acceptable facility.

b. I will submit copies of surface and aerial port rosters in the following manner:

(1) A copy of CONUS surface and aerial port terminal agents to both HQ MTMC and MTMC area commands.

(2) A copy of overseas surface and aerial port terminal agents to HQ MTMC.

(3) A copy of overseas general agents (if applicable) to HQ MTMC.

NOTE: The surface and aerial port rosters will be updated annually. Changes in names, locations, and telephone numbers will be submitted as they occur, to the HQ MTMC, Attn: MTPP-C, 5611 Columbia Pike, Falls Church VA 22041-5050 and MTMC area commands.

5. Agency Facilities. I certify that the facilities of CONUS origin agents listed in the attachment to this tender have been inspected by a responsible representative of my company and that such facilities meet the standards of my company, the facilities, equipment, communications, e.g., telephone, teletype, intercom, etc., and personnel of my agents are separate and distinct from any other household goods carrier's agent.

6. Cargo Insurance. I shall provide a certification of cargo insurance reflecting coverage on a continuous basis in at least the amounts shown below to cover my legal liability. The certificate will contain the statement that the insurance company shall provide the Commander MTMC, Attn: MTOP-JFR, a 30-day written notice of any change, expiration, or cancellation of said policy. The underwriter of cargo insurance must have a policyholder's rating of "A" or better in current issue of Best's Insurance Guide. The Certificate shall be prepared with original signatures and provided to the Commander, MTMC, Attn: MTOP-JFR. The following is the minimum cargo liability coverage required:

	Amount Per Shipment	Amount Per Aggregate Losses/ Damages at any one place and time
Domestic	\$10,800	\$150,000
International	\$10,800	\$150,000

7. Financial Information.

a. I will provide financial data, when requesting initial approval from MTMC to participate in DOD traffic, at the discretion of MTMC considered necessary to assure satisfactory performance and avoidance of carrier/forwarder financial problems including but not limited to the following, individually, or in combination:

- (1) Company certified financial statements.
- (2) CPA review/audit (including footnotes) of financial statements.

The form, content, and format of each of the foregoing or combination thereof, is reserved to the discretion of MTMC.

b. After I have received DOD approval, I will, upon request of the HQ MTMC, provide information on financial and operational matters. Data will be in the manner, form, and content determined necessary by MTMC to resolve questions concerning my qualifications to remain a DOD-approved carrier. Financial data will be restricted to the balance sheet, profit and loss statement, and net worth statement for the last two taxable years. Company records and supporting documentation relating to such questions will be made available for examination by MTMC representatives at the office of the company during normal business hours.

B. INTERNATIONAL (Also see Rate Solicitation)

8. Agency Facilities.

a. When granted new approval by MTMC, I understand that I will submit a LOI directly to the overseas TO not later than the initial filing deadline specified in the applicable solicitation letter. When requested by the TO, I shall furnish a signed Certificate of Agency Agreement. If my agent's facility is already approved, the TO will accept my LOI. If my agent's facility is not currently approved, I understand the TO will inspect the facility and approve or disapprove. Should the agent's facility not be adequate to support services offered, the TO will retain my letter of intent and notify the Commander, MTMC, of specifics. I understand that the Commander, MTMC, will place my company non-use for the entire rate area until I obtain a qualified agent to represent my company or until the deficiency of my agent's facility is corrected. If I fail to take proper action by the next initial rate-filing deadline, I understand that MTMC will withdraw my approval and advise the TO to return my LOI.

b. If I find it necessary to change agents, I will immediately advise the TO. I understand the TO may accept revised LOI, or CAA, signed by all parties, when my new agent's facility is currently approved. If my new agent's facility is not currently approved,

I understand the TO will inspect the facility, make appropriate recommendations to the overseas commander and HQ MTMC, and await final approval from MTMC before accepting the LOI.

PART II - MUTUAL AGREEMENT/UNDERSTANDING

A. GENERAL

9. Service. I will perform prudent traffic management to provide service in accordance with the provision of this tender.

10. Through Responsibility.

a. All shipments tendered to me will be moved under my responsibility from origin to destination.

b. As part of my through responsibility, I understand that if through my fault or that of my agent, I ship the wrong property or all or a portion of a shipment is sent to the wrong destination, I will be responsible for the return of the erroneous shipment and movement of the correct property to the member's destination at my expense. Movement will be by an expedited method when the member is in need of the property as ordered by TO.

c. I understand that I will not be liable for movement costs for shipments released in error by a contractor, TO, owner or owner's agent.

d. If I am unable to perform in such a manner as to complete the through movement of a shipment in a timely manner, the government may take possession of the property and complete movement. I understand that I will be liable for all additional costs incurred by the Government which are excess to those costs which would have been incurred by me or my agent if I had maintained total through movement of the shipment.

11. Termination of Shipment. I understand that a shipment may be terminated at any time deemed appropriate by the PPSO. Such termination will not constitute a diversion. The point of termination will become the destination point, and all rates and charges will be computed accordingly.

12. Pickup at or Delivery to a Military Terminal. When I have been notified that an entire shipment is available for pickup at a military terminal (air or surface), I will pick up the shipment as soon as possible, but not later than one (1) workday for military air terminals and not later than five (5) working days for military water terminals from date of receipt of notification. If the shipment is not removed within that period, the terminal TO has the option of charging storage in accordance with the rate tender beginning on the second or sixth day, as appropriate, and/or terminating the PPGBL and issuing a new

PPGBL for onward movement by the same or a different mode/method of transportation. Upon delivery of a shipment to a military air or ocean terminal, I agree to provide the terminal TO with a memorandum copy of the PPGBL describing the shipment.

13. Tracing Shipments. I shall trace a shipment or missing items upon request from an TO or the property owner and agree to acknowledge such request and make a prompt report to the requester as to the location of the shipment within 24 hours for domestic shipments and 120 hours for international shipments.

14. Removal of Property from Facilities Disapproved by TO. When my facilities or the facilities of my agent are disapproved for further use, and it is considered necessary by the TO to remove the personal property to prevent damage or contamination, I will immediately remove the property to a DOD-approved warehouse. The costs of such removal will be at no expense to the government or the member.

15. Loss or Damage/Inconvenience Claims.

a. Claims for Loss or Damage. I agree to pay, decline, or make a firm settlement offer in writing to the claimant within 120 days after receipt thereof. If denial of any claim is based on an exception sheet, such will be provided the claimant along with any other evidence pertaining to the value of the claim. If the claim is not settled within the 120-day period, I will, at that time and at the expiration of each succeeding 30-day period while the claim remains pending, advise the claimant in writing of the status of the claim and the reasons for delay in making final disposition. I will report to the origin TO the final action taken, including date and total amount of the settlement.

b. Inconvenience Claims.

(1) I hereby reaffirm that it is my responsibility to pickup and deliver personal property shipments on the agreed date. My failure to do so can cause serious inconvenience to Department of Defense (DOD) civilian employees and military members and the member's family, and can result in the expenditure of funds by the member for lodging, food, rental/purchase of household necessities, and directly related miscellaneous expenses.

(2) I agree to acknowledge receipt of an inconvenience claim filed by a member or an installation TO within 15 calendar days from the date of receipt. I further agree to reimburse the civilian employee and military members for reasonable out-of-pocket expenses limited to the items specified in paragraph 15b(3) and other items reasonably needed by an employee or member while awaiting the delivery of his or her household goods which result from my failure to offer the shipment for delivery on or before the required delivery date as stated on the Government Bill of Lading (GBL) or correction notice thereof, except for delays caused by acts of God, acts of the public enemy, acts of the Government, acts of the public authority, violent strikes, mob interference or delays of Code 5 or Code J shipments, caused by the government. The member shall document the claim fully with an itemized list of charges and accompanying receipts for charges incurred. Charges shall be computed from the day

after the required delivery date specified on the PPGBL as the RDD or GBL correction notice thereof or the date following the day the member obtains quarters, whichever date is the latest, and will be payable through the day of actual delivery of the shipment.

(3) Expenses: Out-of-pocket expenses are all expenses incurred by a military member or DOD civilian employee and their family members because they are not able to use the items in the shipment or to establish his or her household. Expenses include but are not limited to, lodging, meals, laundry service, furniture and/or appliance rental, to include rental of a television or other similar expenses such as towels (2 per person) pots, pans, paper plates, plastic knives, plastic spoons, plastic forks, paper and/or plastic cups, and napkins. A request for reimbursement of alcoholic beverages in any quantity is prohibited.

(a) I agree to pay the member within 30 calendar days of the submission date and will report to the destination TO, with a copy to HQ MTMC, ATTN: MTPP-HQ, of the final action taken, to include the date and total amount of settlement. In the event of a disputed claim, I may, within the 45-day period of receipt of the claim, appeal the case to the destination TO. Every effort will be made to resolve the dispute. However, should I disagree with the decision of the TO, I may appeal the case to HQ MTMC. I understand the decision of HQ MTMC is final and the claim must be settled within a total of 75 days of the submission date. Failure to acknowledge and/or settle a valid inconvenience claim may be cause for my company to be disqualified from participation with the DOD. Additionally, I understand that should I fail to settle a valid inconvenience claim, set-off action will be taken against my company by the appropriate claims office/finance office. I am not responsible for payment of an inconvenience claim when a shipment is ordered in storage-in-transit (SIT) at destination, regardless of the required delivery date (RDD), unless the need for SIT is a direct result of my failure to effect delivery of the shipment by the required delivery date and the member was officially ordered away from the area at the time delivery was available. I agree to reimburse the member through the day prior to the member's departure from the area.

c. Strikes, Port Congestion, Fires, Pilferage, Vandalism, and Similar Incidents.

(1) In the event of incidents of major significance which produce significant loss, damage or delay resulting from strikes, port congestion, fires, pilferage, vandalism, and similar incidents, I will notify the destination TO and the appropriate MTMC component by electrical transmission (TWX or TELEX) of the incident not later than the first working day upon discovery. If the incident occurred en route to final destination, I will notify the TO responsible for the area where the incident occurred in addition to the destination TO. A copy of the electrical transmission will also be promptly mailed to the origin TO. In addition, I will provide the following information within 5 working days after the incident or discovery thereof, by electrical transmission (TWX or TELEX) or mailgram to the appropriate MTMC component with a copy to the HQ MTMC, ATTN: MTPP-HQ, Falls Church VA 22041-5050, the origin and

destination TO and, when applicable, the TO responsible for the area where incident occurred.

- (a) Type of incident.
- (b) Location of incident.
- (c) Last name, first name, MI, grade, service, and SSAN of shipper.
- (d) PPGBL number and date issued.
- (e) Code of service.
- (f) Origin TO.
- (g) Destination TO.
- (h) Date shipment received by carrier.
- (i) Required delivery date (RDD).
- (j) Date and time of incident or discovery thereof.
- (k) Amount of loss and extent of damage.
- (l) Current status of shipment(s), including new ETA.
- (m) Name of vessel or flight and tail number of aircraft (if applicable).
- (n) Location of the shipment(s) (i.e., port and pier location) and date vessel arrived or warehouse location or air terminal, plus the container owner's name and serial number of sea container, if applicable.

(2) I will furnish addressees reports of significant changes in the status of shipments, as they occur, by electrical transmission (TWX or TELEX) or mailgram. An after action report which provides a final assessment of the loss or damage incurred, the delays encountered, and the final disposition of the personal property shipments involved may be mailed to addressees.

PART III - PERFORMANCE REQUIREMENTS

16. Pickup and Delivery Dates.

a. When a shipment is accepted at origin, I agree to meet the specified pickup date and shall deliver the shipment on or before the RDD as stated on the PPGBL. Pickup may be performed by the carrier's local agent with transfer to line-haul van at the carrier's origin terminal facility. Shipments will not be scheduled by the carrier or the TO for pickup or delivery on Saturdays, Sundays, or U.S. holidays unless there is a mutual agreement between the member, the TO, and the carrier. The origin TO will not establish an RDD on Saturdays, Sundays, or U.S. holidays. I agree that I will not begin pickup or delivery at the member's residence before 0800 hours or after 1700 hours without prior approval of the TO or the member. I further agree that I will not begin any service that will not allow completion by 2100 hours again without prior approval of the TO or the member.

b. Pre-Move Survey

(1) I agree to perform residence pre-move surveys on domestic shipments estimated at 4,700 pounds or more, and/or international shipments estimated at 3,200 pounds or more, at origin points within a 50-mile radius of my nearest agent facility. I understand this requirement will apply to only those shipments on which I am provided a minimum of 5 working days advance notice of the pickup date requirement. I further understand the TO may waive this requirement if a pre-move survey is not requested by the property owner and/or if the TO determines this service to be unnecessary or impractical.

(2) I agree that telephone contact pre-move surveys will be made, as a minimum, for shipments of lesser weights than indicated above, or for shipments with origin points exceeding 50 miles of my nearest agent facility.

c. I agree, upon receipt of the three copies of the Transportation Control and Movement Document (TCMD) from the origin shipping office, to fill in blocks 22, 23, and 24 with the actual pieces, weight, and cube data. If for some reason obtaining actual data will delay transmission of TCMD's beyond the specified transmission time frames an estimated weight and cube data is authorized on personal property shipments from commercial vendors. When estimated data are used the pieces field must be annotated with "EEEE". Upon providing this actual or estimated information to the origin shipping office, I agree not to move the shipment until a release is issued by the origin shipping office. Upon receiving the release, I will place one copy of the TCMD in a waterproof pouch (marked for the outloading air and water terminal) on the number one container, present a copy to the receiving office at the air or water terminal and retain a copy for my own use.

d. I agree to notify the destination TO of the arrival of containerized shipments within 1 workday after arrival at my agent's facilities. In addition, I will effect delivery-out services as follows:

(1) For shipments which arrive before the RDD, I agree to deliver to the member or member's agent by the RDD.

(2) For those shipments which arrive after the RDD, I agree to deliver in accordance with the TO's instructions.

e. When I know for any reason it will be impossible for me to have the shipment at destination on or before the RDD, I will notify both the origin and destination TOs at the earliest practicable time, advising the last known location of the shipment and furnishing an estimate of the delay expected beyond the RDD. The medium of communication to be utilized in notifying the TO will ensure that the notification reaches the destination TO before expiration of the RDD. As a minimum, the following information will be provided:

- (1) Last name, first name, grade of the member.
- (2) Origin and destination of the shipment.
- (3) RDD.
- (4) Last known location of the shipment.
- (5) Cause for delay.
- (6) New ETA.

f. When a shipment arrives at destination on a normal workday, I agree to notify the TO before delivery/attempted delivery of household goods to the residence in accordance with the instructions specified on the PPGBL. In the event the shipment arrives at the destination on a weekend or holiday, I may contact the member to ascertain if delivery can be made. If the member can accept the shipment, I will obtain approval of the destination TO or staff duty officer or, in the case of an Air Force installation, the transportation duty officer, and will advise the TO of delivery on the next workday. In the event delivery cannot be accomplished, I agree that only the government-approved storage facility receiving the shipment for SIT will request approval for SIT.

g. When a shipment is scheduled for pickup from the residence or for delivery out of SIT to the residence, I agree to provide information on the afternoon preceding scheduled pick up as to whether the service will be performed in the morning (0800 to 1200) or in the afternoon (1200-1700) of the following day. This data will be based upon the best information available and will be provided upon telephone request of either the TO or the member. This provision does not apply when direct delivery was authorized by the origin TO or when delivery can be arranged upon arrival of the line-haul van in the destination area.

17. Preparation of Articles.

a. All articles having surfaces liable to damage by scratching, marring, soiling, or chafing will be wrapped at time of loading at residence in textile or paper furniture pads, covers (other than burlap), or other acceptable wrapping materials. When storage of these articles is necessary, they will be afforded the same protection against damage.

b. Items of unusual nature such as, but not limited to, wall units, water beds, grandfather clocks, hot tubs, pool tables, pipe organs and satellite dishes may require special service by a third party. This third party service (to include disassembly/assembly) will be approved by the TO. Payment for the services of a third party will be in accordance with the applicable Rate Solicitation.

c. I agree to disassemble at point of origin all items of personal property which, in the judgment of the carrier, require disassembly to ensure safe delivery at destination, except swing sets, other playground equipment, television and radio antennas, and similar articles. Items disassembled by the carrier will be shown in the remarks section of the household goods descriptive inventory form as disassembled by carrier (CD). Items disassembled by the member will be shown in the remarks section as disassembled by owner (DBO). Carrier labor charges or third party service for the disassembly/assembly will be approved by the TO.

d. All nuts, bolts, screws, small hardware, and other fasteners removed from articles by the carrier in the preparation for shipment will be placed in a cloth bag, or similar durable container, and securely attached to the article from which removed.

e. Legs or other articles removed from furniture will be properly wrapped, bundled together, and identified, e.g., dining room table legs, six each, and listed as a separate item on the inventory.

f. I am not required to remove/place property from/in an attic, crawl space or similar storage area and am not required to go into areas that:

- are not accessible by a permanent stairway (does not include ladders of any type);
- are not adequately lighted;
- do not have a finished floor; or
- do not allow a person to stand erect.

18. Packing Requirements.

a. Packing. All packing will be accomplished in accordance with provisions of this section. The carrier is liable and responsible for all packing. The carrier has the responsibility to inspect all prepacked goods to ascertain the contents, condition of the contents, and that only articles not otherwise prohibited by the carrier's tariff/tender are contained in the shipment. Furthermore, when it is determined by the carrier that goods require repacking, such packing will be performed by the carrier. In all cases, the inventory will reflect carrier packed (CP) with the carrier entitled to bill for the total charges for each container on the inventory subject to the limitations of MAXPAK.

b. Materials. All materials referred to in this chapter shall be new or in sound condition. The use of damp, wet, or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment will be completely obliterated, and all material will be free of any substance injurious to the articles being packed or to the owner. New material must be used for packaging mattresses, box springs, linens, bedding, and clothing. Cubic measurements will be indicated in a conspicuous location on all carrier-packed containers.

c. Boxes. Wood or fiberboard boxes used will be as follows: wood cleated fiberboard, wood cleated plywood, nailed wood, corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood, or solid fiber and will be well manufactured and free from imperfections which may affect their utility. Size and spacing of nails will be in accordance with the best commercial practice. All unclenched nails will be either cement-coated or chemically etched.

d. Cartons. Cartons of solid or corrugated fiberboard may be used for packing linens, books, bedding, lampshades, draperies, or other similar articles. After packing, cartons must be glued or sealed by taping lengthwise at the joint on top and bottom. The side walls and ends of the corrugated or solid fiber cartons will be of a minimum average bursting strength of 200 pounds per square inch. The inside dimensions of the carton, length, width, and depth totaled, will not exceed 75 inches, with a weight limitation of 65 pounds. All corrugated and fiberboard cartons shall be stamped with a manufacturer's certificate indicating name of manufacturer, bursting strength, minimum combined weight of facings, size limit, gross weight limit, and information indicating type of carton (single wall, double wall, etc.). Cartons lacking a certification are not authorized for use on personal property shipments. Egg crates, fruit or vegetable crates, tea crates, and similar-type boxes will not be used. Wooden crates may be used instead of cartons when the TO determines that their use is necessary to assure protection and safe transportation of the articles.

e. Barrels, Fiber Drums, and Cartons. Wood barrels, fiber drums, or cartons with a capacity of not less than 5 cubic feet (not applicable under all inclusive rates) are to be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other

fragile articles. When packing of fragile items has been completed and space is left in a dish pack, such space may be used for packing other light items. These containers will not contain more than 120 pounds and will have a side wall bursting strength of a minimum average of 350 pounds per square inch. Corrugated containers may be used instead of barrel or drum-type containers. The side walls and ends of the containers will be of a minimum bursting strength of 350 pounds per square inch. Not more than 120 pounds of material will be packed therein. The sum of the interior horizontal and vertical girths will be not less than 157 inches for wooden barrels, fiber drums, or other drum-type containers. The cube of corrugated containers will be determined by actual measurements. All barrels or fiber drums will be securely headed and marked "This End Up."

f. Filler Material. Good quality wood excelsior pads, wood wool excelsior pads, shredded paper pads, cellulose (bubble pack, etc.) cushioning material, fiberboard, corrugated fiberboard, unicellular polypropylene foam, unprinted newsprint, or kraft paper will be used as a filler.

g. Padding. New and good quality used-wood excelsior pads, unicellular polypropylene foam, shredded paper pads, or other equally suitable material will be used when required.

h. Wrapping. Wrapping paper or unicellular polypropylene foam will be new, clean, and appropriate for the purposes intended. Each item of silverware, silver ornamentation, or brass that is not coated to prevent tarnishing will be completely wrapped in unicellular polypropylene foam or nontarnish tissue paper.

i. Paper, Waxed or Treated. All waxed paper used will be manila wax or equivalent. Treated paper may be used if it is "butcher" type paper.

j. Unicellular Polypropylene Foam. All unicellular polypropylene foam wrapping material will be new, clean, and will conform to Federal Specification PPP-C-1797.

19. Manner of Packing.

a. All packing by the carrier will be performed in a manner requiring the least cubic measurement, producing packages that will withstand normal movement without damage to container or contents, and at a minimum of weight. Further, the number and weight of containers will not be greater than necessary to accomplish efficient movement. At the property owner's request, articles such as stereo type equipment will be packed in original containers by the carrier, when furnished by the owner, provided the containers are considered in good condition for shipping purposes.

b. Books. Books will be placed in cartons. All books of similar size will be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton and prevent chafing. Books normally will be packed not more than 2 rows high in a carton.

c. Chinaware, Glassware, Crockery, Lamps, Clocks, Jardinieres, Statuary, Vases, and Bric-a-Brac. Use of clean type or other modern method (not requiring the use of excelsior or shredded paper) of packing is required for the packing of glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles.

d. Electrical Equipment-Stereo Components, Fans, Heaters, Portable Stoves, Sunlamps, and Like Items. When necessary to protect electrical equipment for safe transportation or SIT, such equipment will be completely wrapped in paper or unicellular polypropylene foam and packed in a carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. When packing in a carton is not necessary, the items will be properly wrapped and padded for protection.

e. Kitchenware. All kitchenware will be packed and padded into cartons.

f. Linens, Clothing, Draperies, and Like Items. Small, lightweight, unbreakable items, e.g., clothing items, certain linens, items already in drawers may remain in drawers instead of being removed and packed. (Lightweight items being defined as those of lightweight, and normally kept in drawers). When not considered as safe for carriage in drawers, chests, dressers, trunks, etc., these and similar items will be packed carefully into regular cartons which will be properly sealed at residence. Clothing normally on hangers in closets and draperies will be packed in wardrobes subject to the following:

(1) Upright wardrobes will be used for Code 1 shipments. (Exception for final line-haul delivery out of nontemporary storage, the wardrobe used for storage is acceptable and no transfer is necessary).

(2) Flat wardrobes will be used for all containerized shipments, except when upright wardrobes are requested by the service member.

(3) Hangers will be removed from clothing packed in flat wardrobes.

g. Mirrors, Pictures, and Paintings (Glass-Faced or Other Than Glass-Faced Paintings), Glass or Stone Table Tops, and Similar Fragile Articles Requiring Crating or Similar Protection. These articles will be wrapped and packed in a crate or a fiberboard carton. When more than one article is packed in any one crate or carton, a divider will be provided. No more than four articles will be packed in any one crate or fiberboard carton. Stone table tops will be packed separately. Small pictures, paintings, mirrors, and other

similar articles of this type will be packed in cartons and will be properly sealed at residence. I understand that, prior to performing crating services for shipments moving in domestic Codes 1 and 2, I will obtain authorization from the TO. I further understand that crating authorization is not required for shipments moving in ITGBL Codes 4, 5, 6, or T and 7, 8, or J, since packing and crating services are included in the transportation single factor rate.

h. Lampshades, Ornaments, and Toys. All lampshades, ornaments, small toys and other small items easily crushed will be wrapped and placed in cartons and will be insulated from the carton walls and from other items. Lampshades will be wrapped individually with new paper or new unicellular polypropylene foam, placed in cartons, and cushioned to prevent shifting or damage.

i. Mattresses. Mattresses will be placed in new mattress cartons at the residence and sealed with tape. All cartons used will have a minimum average bursting strength of 200 pounds per square inch.

j. Rugs. Rugs and rug pads will be properly rolled (not folded) for shipment and will not be subsequently folded or bent to an extent that may cause damage to the rug.

k. Appliances. Each appliance serviced will be appropriately labeled to indicate that it must be serviced at destination before use (reversing the process performed at origin).

l. Washers. Washers requiring servicing will be secured with washer kits, washer packs, washer locks or special plastic inserts. The use of sheet fiberboard/cardboard is prohibited.

m. Surfaces. All finished surfaces will be protected so as to prevent scratching or marring.

n. Bicycles--For Containerized Shipments. When shipped as a separate item, bicycles shall be packaged and packed in the following manner: The handle bar shall be loosened, lowered, turned at a right angle from their usual position, swung downward and retightened. Wheels or mechanisms shall not be removed or disassembled from the frame. Pedals shall be removed and secured on edge forward of the seat post or above the back fender. Before placement into the carton, the bicycle will be wrapped with protective wrapping and padding. Empty areas in the container will be filled to prevent shifting or movement during transit. The container must be constructed or fabricated in a manner which will accept the bicycle without removal of the front or rear wheel assemblies.

20. Preparation of Inventory. Preparation of the inventory will be in the same manner of and in compliance with the requirements set forth in Part III, paragraph 24, of this tender. An automated inventory may be used if completed at the place of pickup as

long as the appropriate data are recorded, and copies provided as required. The inventory of the shipment will bear the signature of the member, the members agent, or the TO, together with the signature of my representative certifying to its accuracy and completeness.

21. Split Shipments. If it is necessary to split a shipment for the linehaul movement, the established RDD is applicable to all parts of the shipment. A separate inventory for Code 1 shipments will be prepared for overflow items, one copy dispatched immediately to the origin TO and one copy to the property owner at time of delivery.

22. Documents Provided the TO. As soon as possible, but not later than 7 workdays after the date of receipt of shipment as indicated in item 7 on the PPGBL or receipt of the PPGBL, whichever is the later, I shall furnish the origin TO the following:

a. One memorandum copy of the PPGBL annotated with the gross, tare, and net weights. For containerized shipments, I will also indicate the total number of containers and the gross cube of the shipment.

b. One copy of DD Form 619 itemizing the accessorial services performed at origin.

c. One legible copy of the household goods descriptive inventory.

d. One legible copy of the weight tickets signed by the person performing the weighing and must contain the information required by the domestic and international rate solicitations. If the shipment is to be delivered prior to the submission of the aforementioned documents, the origin TO will be advised of the weight of the shipment by telephone or other appropriate means prior to delivery.

23. Documents Provided the Member.

a. At the time of pickup, I shall furnish the member or the member's agent:

(1) Consignee's memorandum copy of the PPGBL (SF 1203/1203B).

(2) A legible copy of the Household Goods Descriptive Inventory.

(3) One legible copy of DD Form 619 (if applicable). **Exception:** For shipments originating from nontemporary storage, I will furnish the member the consignee's memorandum copy of the PPGBL, a legible copy of the Household Goods Descriptive Inventory, and a legible copy of the DD Form 619 (if applicable) at time of

delivery to residence at destination. When such shipments require SIT at destination, I will furnish the destination TO the member's copy of each of the above documents at the time SIT is authorized.

b. At the time of delivery, I shall furnish the member or the member's agent:

(1) A legible copy of the DD Form 619-1 if SIT, reweigh services or other accessorial services are performed en route or at destination.

(2) Three (3) copies of the DD Form 1840 with recorded damage/loss identified on the form, as applicable.

24. Inventory. I agree to:

a. Prepare an accurate, legible household goods descriptive inventory (Figure AZ-1), (automated inventories or similar documents which provide equal or better information are acceptable) in coordination with the member or the member's agent. When an article is packed in the original container by the carrier, the inventory will indicate the type of article and will be shown as "CP", packed by the carrier.

b. Use extreme care in listing articles of furniture and packing containers.

c. Identify containers by type and cube with an indication of general contents, e.g., linens, pots, and pans, etc., 2 cubic ft.

d. Avoid the use of words such as "household goods" or other general descriptive terms in the preparation of the inventory.

e. List and describe item(s) of property to the extent necessary to properly identify it (them).

f. Ensure that my representative will use diligence to record any unusual conditions and that special care will be exercised to ensure that the inventory reflects the true condition of the property. The "Exception Symbols" and "Location Symbols," as shown on the Household Goods Descriptive Inventory (Figure AZ-1) will be used to describe the conditions, such as marred, scratched, soiled, worn, torn, gouged, and the like. If the condition of any article contained in the shipment is such that the use of one or more exception symbols is unnecessary, the omission of these symbols will indicate good condition except for normal wear.

g. Ensure that the terms "professional books," "professional papers," "professional equipment," "professional books, papers, and equipment," or "consumable items" shall be used to identify such articles on the inventory, together with the cube and weight of the container; a line entry item for each container; e.g., carton PB 6 cubic ft.,

150 lbs. These items identified by the member will be separated from other items of the shipment, weighed separately, and placed in separate boxes or cartons to provide safe transportation. The weight of the PBP&E and consumables shall be inserted in block 28 of the PPGBL. When it is impossible or impractical to weigh the PBP&E or consumables, a constructive weight, based on 40 pounds per cubic foot, shall be used.

h. List on the inventory the general contents of dressers or chests of drawers, packed by the carriers.

i. Mopeds and motorcycles will be annotated on the inventory as one line item listing the serial number, make, and odometer reading.

j. Each POF will be annotated on the inventory by make, model, caliber, or gauge and serial number.

k. Annotate the inventory to show any overage, shortage, and damage found, including visible damage to external shipping containers each time custody of the property changes from a storage contractor (warehouse man) to a carrier or from one carrier to another.

l. For shipments moving in door-to-door container service, if the TO permits the carrier to partially containerize a shipment at the warehouse, each item removed from the residence will be annotated on the inventory as containerized at warehouse (CW).

m. Secure from the storage contractor two legible copies of the nontemporary storage inventory and I will, in conjunction with the storage contractor, check each item of the storage lot in accordance with such inventory. If, at the time each item is checked, there is a difference in condition of the item from that listed on the nontemporary storage inventory, I will prepare an Exception Sheet, and such differing conditions will be noted thereon. When I elect to make a new inventory, differences as to condition of individual items, as compared with the nontemporary storage inventory, will be shown on an exception sheet as described above. In event the opinions of my driver and storage contractor's representative differ as to shortages/overages or condition of an item(s), both opinions will be listed on my exception sheet and separately identified as to source. Both parties will sign and date the Exception Sheet, each retaining a legible copy for their respective files. Such Exception Sheet will remain an internal industry document. In the event a claim is filed with the military activity, I will provide legible copies of the Exception Sheet, if any, to the concerned claims officer.

n. Indicate on inventories prepared on shipments released from nontemporary storage the same article identification and item number as on the nontemporary storage inventory or make a cross-reference on the new inventory indicating the item number and identification from the nontemporary storage inventory (Figure AZ-1), CR reference

column). The use of legible photo reproductions of the storage contractor's inventory instead of preparing a new inventory is permissible.

- o. Use the same inventory prepared at origin to verify delivery at destination.
- p. Identify personal property by affixing a tag or tape to each article (not applicable to individual items in packing containers). Each shipment will be separately identified by lot and each article will be assigned a number that must correspond with the item number shown on the inventory form. The type of identification used and the method of affixing it to the article will be such as not to damage any article so identified.
- q. Identify items disassembled by the member at origin and record such items in the remarks section of the Household Goods Descriptive Inventory form.
- r. Identify items disassembled or serviced by carrier at origin and record such items in the remarks section of the Household Goods Descriptive Inventory form.
- s. The term "miscellaneous" or its abbreviation "misc" shall only be used to describe the contents of containers when the total items in a container are too numerous to list on the carton or inventory line item and then only if the room or area from which packed is identified; i.e. "misc-youths room." If such a description is used, I agree not to contest a claim for missing items related to the nature of such cartons.

25. Unethical Acts. I agree that the Tender of Service signature sheet is signed with knowledge of the law that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully:

- a. Falsifies, conceals, or covers up by any trick, scheme, or device, a material fact; or
- b. Makes any false, fictitious, or fraudulent statements, or representation; or
- c. Makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry will be subject to the provisions of this tender and the penalties prescribed in the criminal law of the United States, i.e., 18 U.S.C. 1001.

PART IV - CERTIFICATION

26. Violation of Tender of Service and/or Rate Solicitation. Any substantial violation of this tender, or failure to perform in accordance with rate solicitation/commercial tariff/rate tender and/or other legal requirements, may be used as the basis for suspension action by a TO. I also understand that the severity of violation and/or repeated violations of this tender, as determined by the Commander, MTMC, may be used as justification for

immediate nonuse, disqualification, or termination of this Tender of Service, without which I am not permitted to participate in further DOD personal property traffic.

27. Effective Date. This Tender of Service will be effective on the date approved by the Commander, MTMC, and will be applicable to shipments of personal property which I accept for movement and servicing on PPGBLs, commercial bills of lading to be converted to PPGBLs, or purchase orders, and will form a part of the conditions thereof.

28. Terms and Conditions. This paragraph pertains to the Personal Property Government Bill of Lading, hereafter referred to as this Bill of Lading. It is mutually agreed and understood between the United States and Carriers, including Forwarders, who are parties to this Bill of Lading that:

a. This Bill of Lading is governed by the regulation relating thereto as published in Title 41, Part 101-41, of the Code of Federal Regulations, with special attention drawn to 101-41, 302-3 and -4 dealing with GBL terms, conditions, and preparation, and 101-41, 502(B)(2) dealing with interest assessment not covered by the Department Collection Act; and applicable Commercial Shipments Rules and Conditions.

b. Except as provided in 41 CFR 101 or as otherwise stated hereon, this Bill of Lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefore by the carrier.

c. All parties to this bill of Lading (carriers, agents, freight forwarders, and others), recognize that this shipment is made under the auspices of the United States Government, agree to forego any liens that may arise from any cause whatsoever and not to detain or impound this shipment made on the usual forms provided therefore by the carrier.

d. Carrier shall in no way demand prepayment of charges nor make any collection of charges at time of delivery.

e. Interest shall accrue from the voucher payment date on overcharges made hereunder and paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.

f. General instructions and administrative directions:

(1) Continuation sheets of the prescribed should be used and attached hereto when space under "Description of Shipment" on the face of this Bill of Lading is inadequate.

(2) Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, re-consignment, etc., are ordered incident to

line haul transportation, the Bill of Lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof under the "Description of Shipment" or under the "Remarks" if space is available, and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering Bill of Lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of Lading. If the Bill of Lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for linehaul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the Bill of Lading shall be so annotated.

TAG _____
COLOR _____ NOS. _____ THRU _____

NO. OF PAGES

CONTRACTOR OR CARRIER		AGENT		CARRIER'S REFERENCE NO.	
OWNER'S GRADE OR RATING AND NAME				CONTRACT OR GBL NO.	
ORIGIN LOADING ADDRESS		CITY		STATE	
DESTINATION				GOVT. SERVICE ORDER NO.	
				VAN NUMBER	
DESCRIPTIVE SYMBOLS CP - Packed By Carrier PBO - Packed By Owner CO - Carrier Disassembled DBO - Disassembled by Owner PB - Professional Box PP - Professional Paper PE - Professional Equipment BW - TV Black & White C - TV Color MCU - Mechanical Condition Unknown BE - Bent BF - Broken BU - Burned CH - Chipped CU - Corroded and Condition Unknown NOTE: The omission of these symbols indicates good condition.		EXCEPTION SYMBOLS D - Dented F - Faded G - Gouged L - Loose M - Marred MI - Mildew MO - Moisture P - Peeling R - Rubbed RU - Rusted SC - Scratched SH - Short SO - Soiled ST - Stained S - Stretched T - Torn W - Badly Worn Z - Cracked		LOCATION SYMBOLS 1. Arm 2. Bottom 3. Corner 4. Front 5. Left 6. Leg 7. Rear 8. Right 9. Side 10. Top 11. Wrester 12. Edge 13. Center 14. Seat 15. Drawer 16. Inside 17. Door 18. Shelf 19. Hardware	

[illegible]

REMARKS/EXCEPTIONS

IMPORTANT NOTICE

BEFORE SIGNING - CHECK SHIPMENT, COUNT ITEMS AND DESCRIBE LOSS OR DAMAGE IN SPACE ON THE
 IF YOU INSPECT THIS SHIPMENT, YOU SHOULD CALL THIS TOLL FREE NUMBER, 800-348-3746.

WE HAVE CHECKED ALL THE ITEMS LISTED AND NUMBERED ON THIS PAGE INCLUSIVE AND ACKNOWLEDGE THAT THIS IS A TRUE AND COMPLETE LIST OF THE GOODS TENDERED AND OF THE STATE OF THE GOODS RECEIVED.

AT ORIGIN	LOADING HAULER NAME & NUMBER (Signature)	DATE	AT DESTINATION	DELIVERING HAULER NAME & NUMBER (Signature)	DATE
	OWNER OR AUTHORIZED AGENT (Signature)	DATE		OWNER OR AUTHORIZED AGENT (Signature)	DATE

APPENDIX BA

LIST OF STATE, COMMONWEALTH, AND DISTRICT WEIGHTS AND MEASURES OFFICES OF THE UNITED STATES

This list of State, Commonwealth, and District Weights and Measures Offices provides the Transportation Offices (TOs) with the name, location, and telephone number of the responsible weights and measures offices having legal jurisdiction over Government and commercial scales. The following are the responsible offices for scale inspection, testing, and approval of weighmasters.

<u>STATE</u>	<u>NAME, LOCATION, AND TELEPHONE NUMBER</u>
ALABAMA	Director, Division of Gins and Warehouses, Weights and Measures, Department of Agriculture and Industries, Beard Building, P. O. Box 3336, Montgomery AL 36193 Telephone: (205) 242-2613.
ALASKA	Chief, Division of Measures and Standards, 12050 Industrial Way, P. O. Box 11686, Anchorage AK 99511 Telephone: (907) 345-7750, FAX: (907) 345-2641.
ARIZONA	Director, Department of Weights and Measures, 1951 W. North Lane, Phoenix AZ 85021 Telephone: (602) 255-5211, FAX: (602) 255-1950.
ARKANSAS	Director, Bureau of Standards, 4608 West 61st Street, Little Rock AR 72209. Telephone: (501) 371-1759.
CALIFORNIA	Chief, Division of Measurement Standards, 8500 Fruitridge Road, Sacramento CA 95826. Telephone: (916) 366-5119.
COLORADO	Chief, Measurement Standards Section, Colorado Department of Agriculture, 3125 Wyandot Street, Denver CO 80211. Telephone: (303) 866-2845.
CONNECTICUT	Director, Weights and Measures Division, Department of Consumer Protection, 165 Capitol Avenue, Hartford CT 06106. Telephone: (203) 566-4778.
DELAWARE	Weights and Measures Administrator, Division of Consumer Protection, 2320 South Dupont Highway, Dover DE 19901. Telephone: (302) 739-4811.

STATE**NAME, LOCATION, AND TELEPHONE NUMBER**

DISTRICT OF
COLUMBIA

Chief, Weights, Measures, and Markets Branch,
Department of Licenses and Permits, 1110 U Street, SE,
Washington DC 20020. Telephone: (202) 767-7923.

FLORIDA

Chief, Bureau of Weights and Measures, 3125 Conner
Boulevard, Tallahassee FL 32399-1650.
Telephone: (904) 488-9140.

GEORGIA

Assistant Commissioner, Fuel and Measures Division,
Department of Agriculture, Agriculture Building, Capitol
Square, Atlanta GA 30334. Telephone: (404) 656-3605.

HAWAII

Measure Standards Division Weights & Measures
725 Ilalo Street, Honolulu, Hawaii 96813
Telephone: (808) 586-0886

IDAHO

Chief, Bureau of Weights and Measures, 2216 Kellogg Lane,
Boise ID 83712. Telephone: (208) 334-2345.

ILLINOIS

Weights and Measures Program Manager, Department of
Agriculture, Division of Plant Industries and Consumer
Services, State Fairgrounds, P. O. Box 19281, Springfield IL
62794-9281. Telephone: (217) 782-3817.

INDIANA

Administrator, Weights and Measures Program, Division of
Retail Consumer Affairs, 1330 West Michigan Street,
Indianapolis IN 46206. Telephone: (317) 633-0350.

IOWA

Chief, Weights and Measures Bureau, Iowa Department of
Agriculture and Land Stewardship, Henry A. Wallace
Building, Des Moines IA 50319.
Telephone: (515) 281-5716.

KANSAS

Office of Weights and Measures, Division of Inspections,
2016 SW 37th Street, Topeka KS 66611-2570.
Telephone: (913) 267-4641.

KENTUCKY

Director, Division of Weights and Measures, Department of
Agriculture, 106 W. Second Street, Frankfurt KY 40601.
Telephone: (502) 564-4870.

STATE**NAME, LOCATION, AND TELEPHONE NUMBER**

LOUISIANA

Office of Agro-Consumer Services, P. O. Box 3098, Baton Rouge LA 70821-3098. Telephone: (504) 925-3780, FAX: (504) 922-1289.

MAINE

Director, AFARR, Division of Regulations, State House Station 28, Augusta ME 04330. Telephone: (207) 289-3841.

MARYLAND

Program Manager, Weights and Measures Section, Maryland Department of Agriculture, 50 Harry S. Truman Parkway, Annapolis, MD 21401. Telephone: (301) 261-8106 (Washington Metro Area) or (301) 841-5700 (Baltimore/Annapolis Area)

MASSACHUSETTS

Director of Standards, Executive Office of Consumer Affairs, Division of Standards, One Ashburton Place, Boston MA 02108. Telephone: (617) 727-3480.

MICHIGAN

Senior Food Specialist, Weights and Measures, Michigan Department of Agriculture, P. O. Box 30017, Lansing MI 48909. Telephone: (517) 373-1060.

MINNESOTA

Director, Weights and Measures Division, Department of Public Service, 2277 Highway 36, St. Paul MN 55113. Telephone: (612) 341-7200, FAX: (612) 639-8537.

MISSISSIPPI

Director, Weights and Measures Division, Department of Agriculture and Commerce, P. O. Box 1609, Jackson MS 39215-1609. Telephone: (601) 354-7080.

MISSOURI

Supervisor, Device and Commodity Inspection, Division of Weights and Measures, P. O. Box 630, Jefferson City MO 65102-0630. Telephone: (314) 751-5638.

MONTANA

Administrator, Public Safety Division, 1424 9th Avenue, Helena MT 59620. Telephone: (406) 444-3164.

NEBRASKA

Director, Weights and Measures, Nevada Department of Agriculture, P. O. Box 11100, Reno NV 89510-1100. Telephone: (702) 789-0166.

NEVADA

Director of Business and Industry, Weights and Measures Section, 2150 Frazier Avenue, Sparks, Nevada 89431. Telephone: (702) 688-1166

STATE**NAME, LOCATION, AND TELEPHONE NUMBER****NEW HAMPSHIRE**

Commissioner, New Hampshire Department of Agriculture,
Caller Box 2042, Concord NH 03302-2042.
Telephone: (603) 271-3351.

NEW JERSEY

State Superintendent, Division of Weights and Measures,
Department of Law and Public Safety, 1261 Routes 1 and 9
South, Avenue NJ 07001. Telephone: (908) 815-4840,
FAX: (908) 382-5298.

NEW MEXICO

Director, Division of Standards and Consumer Services, New
Mexico Department of Agriculture, P. O. Box 30005,
Department 3170, Las Cruces NM 88003-0005.
Telephone: (505) 646-1616.

NEW YORK

Weights and Measures Specialist III, Department of
Agriculture and Markets, 1 Winners Circle, Capital Plaza,
Albany NY 12235. Telephone: (518) 733-3313.

NORTH CAROLINA

Director, Standards Division, North Carolina Department of
Agriculture, Department SD, P.O. Box 27647, Raleigh NC
27611. Telephone: (919) 733-3313.

NORTH DAKOTA

Director, Weights and Measures Division, Public Service
Commission, State Capitol, Bismarck ND 58505-0480.
Telephone: (701) 224-2400 or 1-800-932-2400.

OHIO

Chief, Division of Weights and Measures, Department of
Agriculture, 8995 East Main Street, Reynoldsburg OH
43068-3399. Telephone: (614) 866-6361.

OKLAHOMA

Program Administrator, Weights and Measures Section,
Agricultural Products Division, 2800 North Lincoln
Boulevard, Oklahoma City OK 73105-4298.
Telephone: (405) 521-3864.

OREGON

Administrator, Measurement Standards Division, Department
of Agriculture, 635 Capitol Street, Salem OR 97310-0110.
Telephone: (503) 378-3792.

PENNSYLVANIA

Director, Bureau of Standard Weights and Measures,
Department of Agriculture, 2301 N. Cameron Street,
Harrisburg PA 17120. Telephone: (717) 787-6359.

STATE**NAME, LOCATION, AND TELEPHONE NUMBER**

RHODE ISLAND

Supervising Metrologist, Weights and Measures, Department of Labor, Office of the Director, 220 Elmwood Avenue, Providence RI 02907. Telephone: (401) 457-1876.

SOUTH CAROLINA

Commissioner, Consumer Services Division, Department of Agriculture, 101 Williams Street, P. O. Box 11280, Columbia SC 29211. Telephone: (803) 737-2080.

SOUTH DAKOTA

Director, Division Commercial Inspection and Regulation, 118 West Capitol, Pierre SD 57501-2080. Telephone: (605) 773-3697.

TENNESSEE

Standards Administrator, Quality and Standards Division, Ellington Agriculture Center, Box 40627, Melrose Station, Nashville TN 37204. Telephone: (615) 360-0109.

TEXAS

Chief, Weights/Measures Section, Department of Agriculture, P. O. Box 12847, Austin TX 78711. Telephone: (512) 463-7476.

UTAH

Director, Weights and Measures, Department of Agriculture, 350 N. Redwood Road, Salt Lake City UT 84116. Telephone: (801) 538-7158.

VERMONT

Director, Division of Weights and Measures, Department of Agriculture, 116 State Street/State Office Building, Montpelier VT 05602. Telephone: (802) 828-2500.

VIRGINIA

Program Manager, Office of Weights and Measures, Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond VA 23209. Telephone: (804) 786-2476.

WASHINGTON

Chief, Weights and Measures Section, Department of Agriculture, 406 General Administration Building, Olympia WA 98504. Telephone: (206) 753-5042.

WEST VIRGINIA

Director, Weights and Measures Section, Department of Labor, 1800 East Washington Street, Charleston WV 25305. Telephone: (304) 348-7890.

STATE

NAME, LOCATION, AND TELEPHONE NUMBER

WISCONSIN

Supervisor, Weights and Measures Technical Unit, Trade and Consumer Protection Division, Wisconsin Department of Agriculture, 801 West Badger Road, P.O. Box 8911, Madison WI 53708. Telephone: (608) 266-7220.

WYOMING

Weights and Measures Program Coordinator, Technical Services, Division of Standards and Consumer Services, 2219 Carey Avenue, Cheyenne WY 82001.
Telephone: (707) 777-6590.

APPENDIX BB

PREAWARD SURVEY GUIDELINES

1. General. The applicable portions of the Federal Acquisition Regulation (FAR) and supplements thereto (DOD 4500.9-R, Part IV, Personal Property, and DD Form 1811, Preaward Survey of Contractor's/Carrier's Facility and Equipment) will be used when making preaward surveys. Since it is not feasible to list all criteria which makes a warehouse and its management satisfactory or unsatisfactory, the decision as to adequacy is a matter of judgment. The primary overall objectives to be considered involve the following questions: Will the warehouse afford proper protection to the property to be stored? Is the company capable of performing the required services properly? The contracting officer/TO will be satisfied that the warehouse has adequate--

a. Protection from pilferage, contamination, theft, fire, flood, rain, moisture, windstorm, or other hazards. The contracting officer may request the advice and/or opinion of the appropriate law enforcement authority in determining the adequacy of a separate storage location for firearms.

b. Storage methods such as proper stacking, ventilation, locator systems, and access for fire fighting and inspection.

2. Structural Requirements. Facilities may be constructed of any modern building material normally used and generally accepted for the construction of warehouses, transportation terminals, and structures used for similar purposes. Materials may include, but are not limited to, brick, block, concrete, and rolled sheet metal, which are the most commonly used and accepted materials. As a minimum, the inspecting official shall review the following areas during the on-site survey: construction, compliance with local building codes and ordinances, door and window closures, weather tightness, and adequacy of security procedures.

3. Environmental Requirements. Facilities should be constructed or equipped with adequate devices which will reasonably ensure property will not be exposed to extreme heat, cold, moisture, high humidity, or other environmental conditions which would cause damage such as mold, mildew, and cracking or separation of finished and glued surfaces. Protective measures may include, but are not limited to, insulation, ventilators, ceiling and floor fans, dehumidifiers, and like devices which are intended to control or regulate the environment within a structure. The requirement for such built-in or external devices will be based on a review of the following factors: geographic location of the facility, weather conditions, previous experience, and incidences of damage claims for facilities within the same area which relate to mold, mildew, or articles which have deteriorated as a result of a climatic condition. Each facility will be evaluated on its own merits considering the above factors. Inspecting officials should consult with local police, fire, and building departments when assessing a facility and further information is needed for approval. Warehouses constructed with exposed (bare), uninsulated metal walls and/or ceilings must provide a disinterested third

party engineer's environment report certifying that the facility will provide stored household goods with protection from extreme heat, cold, moisture, humidity, or other environmental conditions which could produce mold, mildew, and cracking or separation of finished/glued surfaces.

4. Insect and Rodent Control. Warehouses will not show evidence of insect and/or rodent infestation. Warehousemen will have an established periodic program, either self-administered or provided by a reputable outside firm, for the control and extermination of insects and rodents. Warehousemen will keep appropriate records to confirm the existence of the program.

5. Housekeeping. One of the most important items in warehousing is good housekeeping. Survey personnel should assure themselves that there are provisions for the collection and disposal of packing materials, crates, and other similar trash; that excessive dust and dirt are not prevalent; that working supplies are properly located; and that equipment is maintained in a sound and orderly condition.

6. Repairs. Warehouses which require major repairs in order to afford proper protection of property will not be approved. Reinspections will be made only after the contracting officer/TO has been advised in writing by the contractor, carrier, or agent that repairs have been completed.

7. Responsible Management and Operation. Inspection records will contain evidence of good management and operational practice. Such evidence may be obtained through visual observation of the facility, equipment, and personnel and from information relating to credit standing and financial stability. Whenever a state or municipality require a business firm to be licensed in order to operate a personal property storage warehouse, possession of such license will be verified. The determination that approved contractors continue to possess good management, financial stability, and operational practices will be accomplished at least annually by the contracting officer or TO as appropriate. Additional information with respect to determining responsibility of prospective contractors is contained in the DOD FAR supplement, Subchapter A, Part 9.

8. Fire Prevention and Protection.

a. Minimum fire protection standards are based upon fire protection systems, fire insurance rates, and other factors. Warehouses which do not meet these minimum standards will not be approved for participation in the program. For overseas areas fire protection and prevention, standards will be established by the theater commander. Fire risk classifications are as follows:

	Limitation (pounds)
CLASS 1 Fully automatic supervised sprinkler system.	1,500,000
CLASS 2 Fully automatic unsupervised sprinkler system.	1,000,000
CLASS 3 Supervised detection and reporting system.	600,000

NOTE: When the FCR increases or decreases, the warehouse classification will be adjusted accordingly. The above class designations and weight limitations apply to basic ordering agreement (BOA) contract facilities only.

Fire protection systems will meet the requirement for insurance rate credit by the recognized fire insurance rating organization. Written evidence of the recognition of an installed fire protection system shall be obtained by the contractor/agent from the cognizant fire insurance rating organization through the contractor's/agent's insurance company. Periodic inspection (annually as a minimum) by the TO/ contracting officer will verify that the warehouseman is having the system properly maintained.

All classes of warehouses will have an adequate source of water for fire-fighting purposes and a responsive fire department. Adequacy of the water supply and fire department will be based upon statements by the appropriate fire insurance rating organization, municipal fire department, or local authority having jurisdiction.

Weight limitation pertains to a warehouse or a fire separation thereof.

The HQ MTMC, is authorized to approve deviations from the above standards.

b. Even though a warehouse may fall within an approved fire risk classification, it will not be approved unless it meets all requirements of the BOA, Tender of Service, and this Regulation.

c. Warehouses will be approved and utilized in accordance with the standards and provisions of national codes (American Insurance Association, National Fire Protection Association, American Standards Association, etc.) unless local codes are more rigorous with respect to fire prevention and protection requirements; minimum clearance above stacks; width of aisles; accessibility to fire aisles; distribution of fire extinguishers; and outside storage of combustible materials. In accordance with national codes, contractor's storage area will be separated from other occupants of a jointly occupied building by a fire wall or partition having a fire resistance rating sufficient to protect the warehouse from the fire exposure of the other

occupant. The minimum separation will be a solid wall or partition having a fire resistance rating of not less than one (1) hour.

d. A warehouse operational layout fire plan is required as a part of the preaward survey process. Additionally, all approved storage facilities must submit an initial and, when appropriate, revised fire plan as outlined below. The layout fire plan will show the configuration of pallets or open-stack storage, racks, aisles, deck space, working areas, office space, etc. Respective dimensions inclusive of wall clearances will be shown. This layout fire plan will be reviewed on site and be signed and dated by an appropriate fire department official for approval. The approved layout fire plan shall be sent to the RSMO contracting officer or TO, as appropriate, for permanent retention in the contractor/carrier file. Thereafter any change to the operational characteristic of the warehouse must be reflected on a modified or revised layout fire plan, approved by on-site review, signed, and dated by an appropriate fire department official. The modified layout plan will be sent to the TO/contracting officer for retention. A copy of the current approved layout fire plan is to be posted in a prominent position within the warehouse for which it applies.

e. The preaward survey must verify that:

(1) Household goods are not exposed to hazardous materials or operations inside or outside the warehouse.

(2) "No Smoking" signs are conspicuously posted in all storage areas and that no smoking restrictions are rigidly enforced.

(3) Waste and refuse are removed from storage areas daily or kept in metal containers with tight-fitting metal lids.

(4) Aisles are kept free of storage and equipment.

(5) Household goods are stored on skids, dunnage, pallet bases, elevated platforms, or similar aids which provide a two (2)-inch minimum clearance from the floor to the bottom-most portion of the property stored and are not in contact with exterior walls. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets, and other like items are excluded from these requirements.

(6) The height of household goods stacked loose does not exceed 10 feet.

(7) Heating, electrical, plumbing, and other systems are serviced annually (at a minimum), are maintained in sound condition, and meet all requirements of nationally recognized codes unless local codes or ordinances are more rigorous.

(8) Power equipment such as sweepers, pallet jacks, and forklifts are operated and/or garaged in accordance with nationally recognized codes, unless local codes and standards are more rigorous.

(9) Installed fire protection systems are serviced and maintained in accordance with nationally recognized codes, unless local codes are more rigorous, ensuring these systems are operational at all times.

(10) Firearms are stored within a member's storage lot. In those instances where a firearm must be stored separately (i.e., prescribed by applicable law, firearm is only item in storage, etc.), the adequacy of the security area will be approved in writing by local law enforcement authority and contracting officer/TO.

9. Security. Security measures shall conform to the following criteria; however, for overseas areas, security requirements may be established by the theater commander.

a. Building. The walls and roof must be structurally sound, including windows, doors, and skylights.

b. Security Devices. Utilization of electronic protection system is mandatory in areas identified by local law enforcement agencies as "high crime" rate areas. A burglar alarm system with AC/DC alternating power sources; or protective systems such as sound detectors, motion sensors, infrared beam sensors, and closed circuit television; is acceptable only when supervised and monitored at a central station on a 24-hour basis. Additionally, the warehousemen must have a program for the periodic inspection and maintenance of these systems.

c. Windows and Doors. All access walk-in doors, warehouse doors, exterior windows, and overhead doors that may permit warehouse entry by simply breaking the glass therein, will require the installation of heavy metal mesh or "chain-link" type fence, or equal materials installed so that they cannot be readily removed from the exterior, or electronic devices that detect the opening and/or the breaking of glass. This requirement does not apply to windows, the base of which is considered to be above the reach of a reasonably determined burglar or vandal. Skylights, cupolas, and roof vents require the same security measures as windows. When lesser constructed doors (as opposed to heavy duty doors) are used, they will be reinforced with metal bars or steel overlay to defend against forced entry.

d. Locking Devices. All doors and access hatches will have a double locking system as a minimum. Electric controlled overhead doors, unlockable metal pins, or snap fasteners are not recognized locking devices and will not suffice as an alternative locking method. The door from the office to the warehouse storage area will also be secured with a double-lock system. Double-lock system is not required if the office is within the confines of the warehouse walls and the exterior office doors are double locked. When the warehouse office is not within the confines of the warehouse walls and has a door connecting the office area with warehouse area, a double-lock system is required. This locking system is required on either the door permitting entry to the office or the door permitting entry to the storage area. The door with the double-lock system must be metal, solid wood, or reinforced as stated in paragraph d above.

e. Van Security. Van doors will be secured with heavy duty (case hardened) padlocks or surface key locks.

f. Exterior Area. Recommend heavy-duty fence and lights be used when and where possible to deter crime.

10. Subcontracting. When it is in the best interest of the government, the contracting officer may approve subcontracting in accordance with the provisions of the DOD FAR Supplement, Subchapter G, Part 44, and this Regulation. Such approval will be confirmed in writing.

11. Operating Authority Requirements for Storage Contractors. The provisions of the FAR, 52.247-2, Permits, Authorities, or Franchises, are applicable for qualification in the DOD Personal Property Shipment and Storage Program. A prospective contractor engaged in interstate transportation shall be responsible for obtaining a Certificate of Public Convenience and Necessity (PCN) issued by the ICC or, if engaged in intrastate transportation, a certificate issued by the appropriate state regulatory body. In those instances where certain states recognize leasing and/or agency agreements to perform drayage services as an alternative to intrastate operating authority, the prospective contractor will be responsible for furnishing such evidence of compliance with state law.

12. Evaluation of Flood Hazards. Prior to final approval, a flood plain report from the U.S. Army Corps of Engineers or disinterested third party engineer/surveyor is required to determine if the prospective contractor's facility is in a potential 100-year flood area. Buildings with floor levels below the flood plain levels will not be approved.

13. Other Considerations.

a. During preaward surveys, it must be determined if the adjoining occupant is engaged in an operation which is hazardous or nonhazardous to the facility being surveyed. For example, does the adjoining occupant use, store, or manufacture any materials which would be prohibited in a personal property storage facility? Under nonhazardous condition, the minimum separation will be a solid wall or partition having a fire resistance rating of not less than one (1) hour. When the adjoining occupant is engaged in a hazardous operation, a judgment must be made as to whether or not the hazard is of such a nature that entry or continued participation in the personal property program should be prohibited.

b. A common problem is the garaging and/or repair/maintenance of vehicles in warehouses. In view of the hazards associated with this practice, contractors, carriers, and agents are not permitted to house or perform maintenance on a vehicle within the part of a structure used for the storage of personal property unless the storage/maintenance area is properly separated from the personal property storage area by appropriate walls having the National Fire Code prescribed degree of fire resistance.

APPENDIX BC

WAREHOUSE INSPECTION GUIDE AND INSTRUCTIONS FOR PREPARATION OF THE WAREHOUSE INSPECTION REPORT (DD FORM 1812)

1. General. This section provides information and guidance regarding the on-site inspection of commercial carrier, agent and contractor warehouses approved for the storage of personal property shipments. This information supplements the criteria outlined in Appendix BB, Preaward Survey Guidelines, and should be used as a checklist when performing quarterly, semiannual, and other routine facility inspections. Activities located outside CONUS, excluding Alaska and Hawaii, may deviate from the procedures outlined herein when the theater commander or other designated authority has established facility standards to comply with localized practices, trade, and customs.

a. When an inspection results in the disqualification of a facility, the disqualification will apply for all TOs using the same facility. RSMO/PPSO may inspect storage facilities at their discretion. Any action taken by the PPSO, such as disqualification or reinstatement of a facility, will be reported to the RSMO.

b. The DD 1812, Warehouse Inspection Report (Figure BC-1) is to be utilized when performing the aforementioned inspections. Modern warehousing and storage facilities incorporate various techniques and methods to provide the storage and related services contracted for under the Basic Ordering Agreement (BOA), Tender of Service, and/or rate solicitation. In this regard, the inspecting official must evaluate numerous areas to ensure that the facility complies with the requirements of the applicable contract or tender and the stored property is afforded adequate levels of protection in a safe environment. Each facility inspection should be preplanned to achieve maximum results. During the pretrip planning it is suggested the inspection official review previous inspection findings, reports on service failures, customer complaints, claim letters, and other general information which is readily available. These and related areas can be discussed with a management official of the company during or after the actual inspection process.

2. General Inspection Procedures. A technique recommended to be followed during on-site inspections is outlined below.

a. On approach to the warehouse note general activity, status of yard operations, and evidence of security measures.

b. At the warehouse, contact management official, advise of the purpose of visit, and set forth procedures of inspection.

c. As a minimum, the inspection and evaluation process will include a review of the following areas:

- (1) Fire detection and reporting systems.
- (2) Security systems.
- (3) Structural and electrical systems.
- (4) Storage methods and practices.
- (5) Locator and lot identification systems.
- (6) Documents to include household goods descriptive inventories, weight tickets, warehouse receipt, etc.

3. Specific Inspection Areas. During the inspection process, it is recommended that the inspection official:

- a. Open a selected storage lot to observe packaging, marking and stacking methods (NTS inspections only).
- b. Check the locator system's accuracy by randomly selecting storage lots and cross-checking the information contained in the locator system with the actual location of the property in the warehouse.
- c. Review segregated item storage practices for articles such as rugs, sofas, and pianos.
- d. Circle outside of warehouse doing checks for fire hazards and security conditions. Combustible materials stored outside should be kept a minimum of 20 feet from the building. Due to the proximity of adjoining buildings, property lines and similar circumstances, this may not be practicable in all areas. Therefore, the inspector should exercise sound judgement in applying this standard.
- e. Observe worker activity to include operations associated with the handling in and out of shipments.
- f. Check truck and platform scales to ensure they have been inspected in accordance with state, county, or city codes.
- g. Check to verify that maintenance inspections of fire safety systems are being performed. As a minimum, fire detection and reporting systems must be inspected monthly and sprinkler systems quarterly.
- h. Check to verify that an insect and rodent control program, either self-administered or provided by an outside firm, is in effect.

4. **Inspection Report.** Upon summation of the inspection, a DD Form 1812, Warehouse Inspection Report must be executed pursuant to the instructions contained in paragraph 5 below. The contractor, carrier, or agent must also be given an oral briefing on the deficiencies noted and a suggested course of action for correction which will meet standards.

5. Instructions for preparation of the DD 1812, Warehouse Inspection Report. A written report of all inspections must be made on a DD Form 1812 (Figure BC-1) and maintained as part of the contractor, carrier, or agent file, as appropriate. The DD Form 1812 will be prepared as indicated below:

GENERAL INFORMATION:

a. The type of inspection will reflect the type of inspection being performed: storage-in-transit (SIT), Basic Ordering Agreement (BOA), or both. The personal property shipping officer will check the TO block when independent inspections are performed, whereas the regional storage management office (RSMO) inspectors will check the RSMO block. For joint inspections (TO/RSMO), the first block indicating both BOA and SIT will be checked.

b. The actual date on which the inspection is performed will be entered.

c. The name and address of the contractor or carrier will reflect the present name and address of the company operating the facility for SIT and/or BOA storage.

d. The address of the actual location of the warehouse.

e. The total number of NTS lots in storage and weight in storage, and the number of SIT lots in storage.

f. The applicable block for the fire system/class will be checked.

g. The current status of the warehouse will be checked: active, inactive or ineligible.

h. The contract reference number is only applicable to RSMO inspection of BOA-approved storage facilities.

i. Section 1: Pre- and Post-Storage Services. All deficiencies and violations listed in this section will be based on inspections by the TO or RSMO inspecting official in connection with pre-storage and post-storage services. When violations are observed and recorded in this section for lots which are in nontemporary storage under the BOA, the TO will forward a copy of the report to the cognizant RSMO contracting officer within 10 working days of inspection.

j. Sections 2 through 5. These sections separate the inspection areas by categories and subcategories, which are to be evaluated during the inspection process. Each subcategory is also listed in the Guide to Severity of Deficiencies. References, when appropriate, should be made to

the BOA, Tender of Service, or rate solicitation and numerical quality control rating. All subcategories listed must be checked and assigned a quality control rating when deficiencies are observed. For subcategories which do not have a cross-reference to the BOA or Tender of Service, commercial warehousing principles, as established by the American Warehousing Association, National Fire Protection Association, and similar authorities are accepted. The inspecting official may assign a lower or higher point value (not to exceed three (3)) depending on the severity of the deficiency.

k. Section 6: Deficiencies Observed/Actions Taken. This section is for the assignment of a quality control rating and is designed for the inspecting official to apply a suitable numerical rating to the facility. Based on the findings noted, the inspecting official may indicate any necessary actions to be taken by the contractor, carrier, or agent.

1. Remarks Section. This section is used to provide a narrative description of the deficiencies observed and record other pertinent information relative to the inspection.

m. Signature Blocks. The DD Form 1812 will be signed by the inspecting official and a representative of the contractor carrier or agent at the time of inspection and prior to distribution of the form.

6. Upon completion of the inspection process the facility will be rated based on the type and severity of discrepancies observed. Ratings will be awarded as follows:

a. "A" rating. This rating is assigned when no deficiencies are observed. No further action is necessary.

b. "B" rating. This rating is assigned when the observed deficiencies are minor and are easily correctable. The contractor, carrier, or agent will be requested to perform immediate corrective action.

c. "C" rating. This rating is assigned when deficiencies are observed; however, they do not warrant declaring the contractor, carrier or agent ineligible for further business. The contractor will be required to provide a written detailed report of corrective action taken, signed by a responsible company official, within 10 days after the inspection. The facility should be closely monitored by both the RSMO and TO for any future signs of deterioration in the quality of service. During the next regular inspection, if the contractor, carrier or agent has falsely reported a corrective action or repeated a violation previously called to their attention, grounds will exist for immediately placing the facility in a state of ineligibility or nonuse for a period deemed appropriate for the violation. The MTMC Deployment Support Command will be advised of this action.

d. "D" rating. This rating is assigned when the observed deficiencies merit a quality control rating score of "D" (17 points and over) or items marked by an asterisk are considered of sufficient importance to warrant declaring the contractor, carrier, or agent ineligible or in nonuse status for further business. The inspecting official will immediately place the contractor, carrier,

or agent in a temporary state of ineligibility or disqualify the facility for business pending corrective action. The contractor, carrier, or agent will be required to explain action taken and provide a written report of corrective action prior to the facility being reinspected. The TO/RSMO may reinstate the facility when deficiencies have been corrected, evidence provided, and positive action taken to preclude recurrence.

e. "E" rating. A repeat violation of a serious deficiency or evidence of false reporting of corrective actions will merit a quality control rating score of "E" and will be grounds for continuation of the state of ineligibility or disqualification for a period set by the contracting officer or TO as appropriate. When the contracting officer determines an "E" rating is not sufficient, then a "Stop Notice" for future nontemporary storage business may be issued or action taken to terminate the contractor for default. Also this information may be used by a TO to disqualify the facility of a carrier or a carrier's agent.

7. Distribution. The DD Form 1812 will be completed in triplicate and distributed, as indicated below, after the inspecting official and contractor, carrier or agent have signed the completed form:

- a. The original is placed in the RSMO contract file or TO file as appropriate.
- b. A copy is furnished to the contractor, carrier, or agent, as appropriate, at the time of inspection.
- c. When the inspection is performed by a RSMO contracting officer, a copy is provided to the cognizant TO. When the inspection is performed independently by a TO and the facility inspected participates in the nontemporary storage program, and deficiencies are observed and recorded, a copy must be provided to the cognizant RSMO. When a TO/RSMO has assumed the inspection responsibilities for facilities used by other TOs, a copy of all inspection reports must be provided to each user activity within 10 working days from the date of inspection.

GUIDE TO SEVERITY OF DEFICIENCIES

<u>Technical Area</u>	<u>Quality Control Point Rating</u>
1. PRE- AND POST-STORAGE SERVICES	
A. Unauthorized equipment in use	1
B. Unauthorized cartons and packaging used	1
C. Improper packing/sealing marking of cartons	1
D. Pickup service not accomplished on time	1
E. Improper loading/unloading of van or pallet	1
F. Disassembled parts not packaged inventoried	1
G. Inventory stickers on finished surface	1
H. Improper appliance servicing labeling	1
I. Smoking observed at residence	1
J. Unqualified Personnel	1
K. Origin premises not left in good order	1
L. Destination services improperly performed	1
M. Deviations to service order	1
N. Delivery service not accomplished on time	1
2. ADMINISTRATION	
A. Incorrect inventory preparation	1
B. No separate weight ticket and certificate/PB and E/WT	1
C. Incorrect warehouse receipt preparation	1
D. Ineffective locator system	3
E. Contract supporting paperwork needed	1
3. STORAGE METHODS & OPERATION	
A. Consigned lots not stored within 5 days	2
B. Improper storage, stacks/pallets	2
C. Finished surfaces not protected by pads/wrap	2
D. Lots and separated pieces not elevated 2 inches	2
E. Lots stored against exterior walls	1
F. Lawnmowers not stored at base level of lot	1
G. Improper Firearms control	2
H. Loose stack storage over 10 feet	2
I. PBO contents not identified on inventory	1
J. Improper storage of upholstered pieces	2
K. Improper storage of rugs/pads	2
L. Improper piano/organ storage	1
M. Improper storage of mattresses	1
N. Segregated items not properly identified	2

GUIDE TO SEVERITY OF DEFICIENCIES

<u>Technical Area</u>	<u>Quality Control Point Rating</u>
O. Improper packing of mirrors/glass table tops	1
P. Inadequate protection against mold/mildew	2
Q. Aisles being used to process goods in/out	1
R. Previous discrepancies not corrected	3
 4. FIRE PREVENTION AND HOUSEKEEPING	
A. Electric/heat/water systems require repair	1
B. Evidence of smoking in warehouse	3
C. Unauthorized items stored	3
D. Improper aisle and/or stacking clearance	1
E. No current fire system inspections	3
F. No current fire extinguisher inspection	3
G. No extinguishers on warehouse equipment	2
H. Trash/debris in storage area	2
I. Fire doors inoperable/in need of repair	3
J. No fire plan posted	1
K. Space heaters/extension cords being used	1
L. Gas and oil not drained from motorized items	
M. Hazards noted within 20 feet of warehouse	2
N. Flammables/combustibles found in warehouse	2
 5. WAREHOUSE PRACTICES	
A. Inadequate security	3
B. Inadequate loading/unloading area	1
C. Structural deficiencies (doors/floors/roof/walls/windows)	3
D. Inadequate protection from sun/dust/heat/cold/moisture	2
E. Lack of insect/rodent control	2
F. Vehicles parked in storage area	3
G. Commingled storage with undesirable commodities	2
H. Multiple occupancy*	
I. Weight stored in excess of authorized limit	2

* When those items followed by an asterisk are observed, the inspecting official should consider placing the facility in an ineligible or disqualified status immediately. The facility will not be removed from this status until the deficiencies have been corrected and verified by an on-site inspection. When the TO, at the request of a RSMO, verifies that the deficiencies have been satisfactorily corrected, the facility may be removed from disqualified or ineligible status.

WAREHOUSE INSPECTION REPORT <small>(Read Instructions on back before completing form.)</small>				1. (X as applicable) BOTH BOA AND SIT RSMO ITO		2. DATE OF INSPECTION (YYYYMMDD)	
3. CONTRACTOR/CARRIER		4a. ADDRESS OF WAREHOUSE		b. FIRE SYSTEM/CLASS		c. LOTS	d. WEIGHT
a. NAME				SS/1 USS/2 D & R/3 FCR/4			
b. ADDRESS (Include ZIP Code)							
5. CONTRACT REFERENCE NUMBER		6. STATUS (X) ACTIVE		INACTIVE INELIGIBLE		7. CURRENT CONTRACT OR TENDER OF SERVICE ON FILE (X) YES NO	
8. PRE AND POST STORAGE SERVICES				10. (Continued)			
a. Unauthorized equipment in use				i. Improper piano/organ storage			
b. Unauthorized cartons and packaging used				m. Improper storage of mattresses			
c. Improper packing/sealing/marking of cartons				n. Segregated pieces not properly identified			
d. Pickup service not accomplished on time				o. Improper packing of mirrors/glass table tops			
e. Improper loading/unloading of van or pallet				p. Inadequate protection against mold/mildew			
f. Disassembled parts not packaged/inventoried				q. Aisles being used to process goods in/out			
g. Inventory stickers on finished surfaces				r. Previous discrepancies not corrected*			
h. Improper appliance servicing/labeling				11. FIRE PREVENTION AND HOUSEKEEPING			
i. Smoking observed at residence				a. Electric/heat/water systems require repair			
j. Employees on duty not efficient/neat				b. Evidence of smoking in warehouse*			
k. Origin premises not left in good order				c. Unauthorized items stored*			
l. Designation services improperly performed				d. Improper aisle and/or stacking clearance			
m. Deviations to service order				e. No fire system inspection*			
n. Delivery service not accomplished on time				f. No fire extinguisher inspection			
9. ADMINISTRATION				g. No extinguishers on warehouse equipment			
a. Incorrect inventory preparation				h. Trash/debris in storage area			
b. No separate weight ticket and certificate/PB and E/WT				i. Fire doors inoperable/in need of repair			
c. Incorrect warehouse receipt preparation				j. No fire plan posted			
d. Ineffective locator system*				k. Space heaters/extension cords being used			
e. Contract supporting paperwork needed				l. Gas and oil not drained from motorized items			
10. STORAGE METHODS AND OPERATION				m. Hazards noted within 50 feet of warehouse*			
a. Consigned lots not stored within 5 days*				n. Flammables/combustibles found in warehouse*			
b. Improper storage, stacks/pallets				12. WAREHOUSE PRACTICES			
c. Finished surfaces not protected by pads/wrap				a. Inadequate security*			
d. Lots and separated pieces not elevated 2 inches				b. Inadequate loading/unloading area			
e. Lots stored against exterior walls				c. Structural deficiencies (doors/floors/roof/walls/windows)			
f. Lawnmovers not stored at base level of lot				d. Inadequate protection from sun/dust/heat/cold/moisture			
g. Improper firearms control				e. Lack of insect/rodent control			
h. Loose stack storage over 10 feet*				f. Vehicles parked in storage area			
i. PBO contents not identified on inventory				g. Commingled storage with undesirable commodities			
j. Improper storage of upholstered pieces*				h. Multiple occupancy*			
k. Improper storage of rugs/pads*				i. Weight stored in excess of authorized limit*			
13. DEFICIENCIES OBSERVED/ACTIONS TAKEN BASED ON QUALITY CONTROL RATING RAW SCORE							
a. No deficiencies observed				A: 0		B: 1 - 8	
b. Corrective action without report is required as soon as possible				C: 9 - 16		D: 17 & OVER	
c. Corrective action, confirmed in writing, is required by (YYYYMMDD)							
Send notice of corrective action to							
d. You are for further business as of							
e. You are continued ineligible for further initial service orders.							
14. DOCUMENT FILES CHECKED				15. LOT NUMBERS CHECKED			
15. CONTRACTOR/CARRIER REPRESENTATIVE				17. SIGNATURE OF DEPARTMENT OF DEFENSE INSPECTOR			
a. SIGNATURE		b. TITLE					

DD FORM 1812, SEP 1998 (EG)

COPY DESIGNATION:

PREVIOUS EDITION IS OBSOLETE.

COPY 1 - RSMO/
ITO FILE COPYCOPY 2 - CONTRACTOR/
AGENT COPYCOPY 3 - ITO/RSMO
INFO COPY

Figure BC-1. DD Form 1812. Warehouse Inspection Report

INSTRUCTIONS

This form will be prepared in TRIPLICATE. The original will be retained by the inspection agency (ITO/RSMO); duplicate copy will be furnished to the contractor/carrier's agent; and triplicate copy will be forwarded to the responsible ITO/RSMO for information purposes.

ITEMS 8 - 12: When a discrepancy exists, it will be rated by using the numbers of 1, 2, and 3, reflecting the ascending seriousness of the findings, which is prescribed in the "Guide to Severity of Deficiencies." The rating will be indicated in the block preceding the violation. Enter a reference to the Tender of Service or the Basic Ordering Agreement for each violation found in Item 18, "REMARKS". If needed, include all additional comments in Item 18. Items marked by an asterisk are applicable by the judgment of the inspector to interrupt the contract with or without the quality control rating of total assessed points.

ITEM 13: An assigned rating of A - D for administrative action corresponds to the total number of points given during the inspection. If item c. is checked, complete the statement to show the allowed time for corrective action and reply.

18. REMARKS

DD FORM 1812 (BACK), SEP 1998

APPENDIX BD

SHIPPING - RECEIVING PORTS FOR PRIVATELY-OWNED VEHICLES (POVS)

1. Part I of this appendix provides a list of Vehicle Processing Centers (VPCs) located in CONUS for the purpose of turn-in and pickup of POVs.
2. Part II of this appendix lists the water ports of embarkation and debarkation in CONUS which normally service the cited overseas origins and destinations. MTMC ocean cargo clearance authority offices, however, may ship through any port which has suitable ocean carrier service and port handling arrangements. The water ports listed here are solely for the purpose of advising members which ports may be used to provide timely movement of their POVs.
3. POVs will be booked to the water port of debarkation serving the member's ultimate duty station. Such movements may include land transit segments as authorized by regulation.
4. The member will be advised of the required delivery date (RDD) assigned to the POV shipment. If the member elects an origin or destination port which extends the RDD, then that impact will be explained to the member.
5. When making excess cost determinations, the designated port within the intent of the JFTR and the JTR is the VPC nearest the old or new duty station or a VPC between the old or new duty station. Excess cost only shall be charged in those cases when the actual transportation cost to be incurred by the Government exceeds the cost of transporting a POV between the port geographically closest to the service member's old duty station and the VPC geographically closest to the service member's new duty station, or to or from any VPC between the old and new duty stations.
6. When excess transportation costs have been incurred by the government, collection of such excess cost will be made in accordance with regulations of the military service concerned.
7. On some water routes, only container service is available. The physical dimensions of the container restrict height to 7 feet and width to 6 feet, 6 inches. POVs exceeding these dimensions must transit ports where there is breakbulk or roll-on and roll-off service. The ports suitable for such POVs are Bayonne NJ; Charleston SC; Baltimore MD; New Orleans LA; and Oakland CA. POVs for Puerto Rico will use Bayonne NJ, or Cape Canaveral FL, in such instances. In addition, car carrier service is used for movements between CONUS ocean terminal and between some overseas ports. Some POVs can be outsized to these modes which could limit the ports that can be used for these shipments. As a general rule, vehicles exceeding 7 feet in height or width should be considered outsized and could require alternate routings.

Advance arrangements should be made with the MTMC area command having cognizance over the listed POE for these shipments prior to turn-in at the POE.

8. Military ocean terminals other than those listed for the specific overseas areas may only be used with prior approval of the MTMC area command having jurisdiction over the port. Requests to use a MTMC terminal not listed for the particular overseas will be accommodated to the extent that transportation services at reasonable costs and movement does not require use of a foreign flag ocean carrier if US flag service is available from ports listed for the overseas areas.

PART 1

VEHICLE PROCESSING CENTERS FOR SHIPMENT OF POV's BETWEEN CONUS
AND
OVERSEAS AREAS

1QP Atlanta

1LP Baltimore/Washington

1RP Orlando

1PP Charleston

2EP Dallas/Fort Worth

3HP Los Angeles

2DP New Orleans

1MZ Norfolk

3DP San Francisco/Oakland

4DP Seattle

2GP St. Louis

1GP Metro NY/NJ

Website for VPCs: <http://144.100.189.37/property/vpc/default.htm>

PART II

OVERSEAS AREAS EXEMPTED FROM CATALYTIC CONVERTER REMOVAL**

Alaska	American Samoa
<u>1/</u> Belgium	Canada
<u>2/</u> Cuba	<u>1/</u> Germany
Guam	Hawaii
<u>1/</u> Iceland	<u>1/</u> Italy
<u>1/</u> Korea	Mexico
<u>1/</u> Netherlands	<u>1/</u> Norway
<u>1/</u> Panama	Puerto Rico
<u>1/</u> United Kingdom	Virgin Islands

****NOTE:** The designation of these areas as "Exempted" does not authorize the operation of catalyst-equipped vehicles on leaded fuel; these areas have adequate availability of unleaded fuel to accommodate operation of catalytic-equipped POVs.

NOTE 1/ These countries require a Plumbtesmo test of the POV prior to return of the vehicle to CTUS.

NOTE 2/ Guantanamo Naval Base, Cuba, will be treated as if it were part of CTUS. POVs transported directly between CTUS and Guantanamo Naval Base are exempted from the requirement of removing or replacing the catalytic converter/components or performing Plumbtesmo testing. For POVs not being directly transported from CTUS, the POV, prior to shipping, must meet the requirements of the Catalyst Control Program in effect for the country from which the POV is being shipped (as if the POV is being shipped to CTUS in accordance with the Import Control Program).

PART II

WATER PORTS FOR SHIPMENT OF POV's BETWEEN CONUS AND OVERSEAS AREAS

AREA CODE	TO DESTINATION	(1GC)	(1LA)	(1MJ)	(1P2)	(1R1)	(2DC)	(3DK)	(3H2)	(4DL)	(1R3)
A.	NORTH ATLANTIC:										
	Newfoundland	X		X				X		X	
	Labrador	X						X		X	
	Greenland	X						X		X	
	Iceland	X		X				X		X	
B.	PANAMA:	X	X	X	X	X	X	X	X		
C.	CARIBBEAN:										
	Bermuda			X				X			
	Bahamas										
	(Nassau Only)					X		X			
	Bahamas (Lesser)					X					
	Cuba (Guantanamo Bay Only)			X		X	X	X	X		X
	Jamaica	X				X	X	X		X	
	Haiti	X	X			X	X	X		X	
	Dominican Republic	X				X	X	X		X	
	Puerto Rico	X	X	X	X	X	X	X		X	
	Aruba	X				X	X	X		X	
	Virgin Islands	X	X		X	X	X	X	X	X	
	Lesser Antilles					X					
	Mexico (East Coast)	X				X		X		X	
	Honduras Gulf	X				X	X	X		X	
	Nicaragua-Costa Rica (East Coast)	X	X			X	X	X		X	
	North Columbia	X	X	X	X	X	X	X		X	
	Venezuela	X	X	X	X	X	X	X		X	
	Trinidad	X	X					X		X	
	Guiana	X						X		X	
D.	MIDDLE AMERICAS:										
	(West Coast)										
	Mexico (West Coast)										
	Guatemala	X	X			X	X	X	X	X	
	El Salvador	X	X			X	X	X		X	
	Nicaragua					X	X	X	X		
E.	SOUTH AMERICA:										
	(West Coast)										
	Columbia	X		X	X	X	X	X	X	X	
	Ecuador	X		X	X	X	X	X	X	X	
	Peru	X		X	X	X	X	X	X	X	
	Chile	X		X	X	X	X	X	X	X	

AREA CODE	TO DESTINATION	(1GC)	(1LA)	(1MJ)	(1P2)	(1R1)	(2DC)	(3DK)	(3H2)	(4DL)	(53)
F.	SOUTH AMERICA:										
	(East Coast)										
	Brazil	X	X	X	X	X	X	X	X	X	
	Uruguay	X	X	X	X	X	X	X	X	X	
	Paraguay	X	X	X	X	X	X	X	X	X	
	Argentina	X		X	X	X					
G.	AZORES	X		X				X	X	X	
H.	BRITISH ISLES:										
	England:										
	Felixstow	X	X	X	X	X	X	X	X	X	
	Liverpool	X	X	X	X	X	X	X	X	X	
	Ireland	X	X	X	X	X	X	X	X	X	
	Scotland	X	X	X	X	X	X	X	X	X	
I.	NORTHERN EUROPE:										
	Norway	X	X	X	X	X	X	X	X	X	
	Sweden	X	X	X	X	X	X	X	X	X	
	Denmark	X	X	X	X	X	X	X	X	X	
	Finland	X	X	X	X	X	X	X	X	X	
	Germany	X	X	X	X	X	X	X	X	X	
	Netherlands	X	X	X	X	X	X	X	X	X	
	Belgium (via Rotterdam0	X	X	X	X	X	X	X	X	X	
	France (via Rotterdam or Bremerhaven; owner's choice	X	X	X	X	X	X	X	X	X	
J.	WEST MEDITTERANEAN:										
	Portugal	X	X	X	X	X	X	X	X	X	
	Morocco	X		X				X		X	
	Algeria	X						X		X	
	Tunisia	X									
	Sicily	X	X	X	X	X		X	X	X	
	Italy (West Coast)	X	X	X	X	X	X	X	X	X	
	Spain (Cadiz, Rota & Barcelona Only)	X	X	X	X	X	X	X	X	X	
K.	EAST MEDITTERANEAN:										
	Italy (East Coast)	X		X		X	X	X		X	
	Trieste	X		X		X	X	X		X	
	Yugoslavia	X		X				X		X	
	Greece	X		X		X	X		X	X	
	Syria	X						X		X	
	Cyprus	X						X		X	
	Lebanon	X		X				X		X	
	Israel	X		X	X	X		X	X	X	
	Egypt	X		X	X	X	X	X	X	X	
	Libya	X		X				X		X	

AREA CODE	TO DESTINATION	(1GC)	(1LA)	(1MJ)	(1P2)	(1R1)	(2DC)	(3DK)	(3H2)	(4DL)	(1R3)
	Turkey:										
	Istanbul	X		X	X	X	X	X	X	X	
	Izmir	X		X	X	X	X	X	X	X	
	Iskenderun	X		X	X	X	X	X	X	X	
L	WEST AFRICA:										
	Ascension Island	X				X		X		X	
	St. Helena Island	X						X		X	
	Cape Verde Island	X						X		X	
	Portuguese Guinea	X						X		X	
	Gambia	X						X		X	
	Sierra Leone	X						X		X	
	Liberia	X	X	X				X		X	
	Ivory Coast	X	X	X				X		X	
	Ghana	X	X	X				X		X	
	Nigeria	X	X	X				X		X	
	Cameroon	X	X	X				X		X	
	Congo	X						X		X	
	Gabon	X						X		X	
	Angola	X						X		X	
	Guinea	X					X	X		X	
	Dahomey	X					X	X		X	
M	SOUTH & EAST AFRICA										
	Union of South Africa	X	X	X			X	X		X	
	Mozambique	X	X	X				X		X	
	Madagascar (Malagasy)	X					X	X		X	
	Tanganyika	X					X	X		X	
	Kenya	X	X	X				X		X	
	Somalia	X	X	X			X	X		X	
N	PERSIAN GULF- RED SEA:										
	Djibouti	X					X	X	X	X	
	Ethiopia	X					X	X		X	
	Sudan	X						X		X	
	Jordan	X					X	X		X	
	Saudi Arabia	X					X	X		X	
	Yemen	X					X	X		X	
	Oman	X						X		X	
	Bahrain Island	X						X		X	
	Kuwait	X					X	X		X	
	Iraq	X						X		X	
O	BURMA-INDIA:										
	Pakistan	X		X			X	X		X	
	India	X		X			X	X		X	
	Burma	X		X				X		X	
	Ceylon	X					X	X		X	

AREA CODE	TO DESTINATION	(1GC)	(1LA)	(1MJ)	(1P2)	(1R1)	(2DC)	(3DK)	(3H2)	(4DL)
P.	CHINA SEA:									
	Thailand	X		X	X		X	X	X	X
	Malaya	X					X	X	X	X
	Sumatra	X		X	X		X	X		
	Java	X		X	X		X	X		
	Timor Island	X		X	X		X	X		
	Kampuchea	X		X	X		X	X		
	Canton Area	X		X	X		X	X	X	X
	Taiwan (Formosa)	X		X	X		X	X	X	X
	Borneo Area	X		X	X		X	X		
	Celebes	X		X	X		X	X		
Q.	PHILIPPINES:									
	Luzon Island									
	(Subic Bay)	X		X	X	X	X	X	X	X
R.	CENTRAL PACIFIC ISLANDS									
	Marianas									
	(includes Guam)	X		X	X	X	X	X	X	X
	Marshall Islands	X		X	X	X	X	X		
	Caroline Islands	X		X	X	X	X	X		
	Palau Island Group	X		X	X	X	X	X		
	KOREA/JAPAN/RKYU:									
	Ryukyu Islands									
	(Okinawa)	X	X	X	X	X	X	X	X	X
	Korea	X	X	X	X	X	X	X	X	X
	Japan	X	X	X	X	X	X	X	X	X
T.	AUSTRALIA, NEW ZEALAND & THE CORAL SEA AREA:									
	Sydney	X	X	X	X	X	X	X	X	X
	Northwest Cape	X		X	X	X	X	X	X	X
	Melbourne	X	X	X	X	X	X	X	X	X
	Adelaide	X	X	X	X	X	X	X	X	X
	Brisbane	X	X	X	X	X	X	X	X	X
	New Zealand	X	X	X	X	X	X	X	X	X
	New Guinea	X						X	X	
	Solomon Islands	X						X	X	
	Fiji Islands	X						X	X	
	Loyalty Islands	X						X	X	
	New Hebrides	X						X	X	
	Gilbert Islands	X						X	X	
U.	SOUTH PACIFIC ISLANDS:									
	Samoa Islands	X						X	X	
	Society Islands	X						X	X	
	Johnston Islands	X						X	X	X

EA ODE	TO DESTINATION	(1GC)	(1LA)	(1MJ)	(1P2)	(1R1)	(2DC)	(3DK)	(3H2)	(4DL)	(1R3)
V.	HAWAIIAN ISLANDS:										
	Oahu (Pearl Harbor)	X	X	X	X	X	X	X	X	X	
	French Frigate Shoals	X	X	X	X	X	X	X	X	X	
	Wake Island	X		X	X	X	X	X		X	
W.	NORTH PACIFIC:										
	Canada, British Columbia									X	
	Alaska	X	X		X	X				X	
	Kodiak Island	X	X		X	X				X	
	Aleutian Islands	X	X		X	X				X	

NOTE: Appendix BE has been extracted from the Federal Acquisition Regulation (FAR).
The numbering sequence reflects this.

APPENDIX BE

PERFORMANCE WORK STATEMENT FOR PACKING, CONTAINERIZATION AND LOCAL DRAYAGE OF PERSONAL PROPERTY SHIPMENTS

A. PERFORMANCE WORK STATEMENT

1. GENERAL REQUIREMENTS

1.1 Scope of Work. The contractor shall furnish all personnel, equipment, facilities, supplies, services and materials, except as specified herein as Government-furnished, for the preparation of personal property of military members and civilian employees for movement or drayage and related services. Work to be performed shall be those services in the schedule awarded to the contractor. Performance shall be according to the standards contained herein and the directives listed in Part 6.

1.2 Personnel. The contractor shall furnish adequate supervision, labor, materials, supplies, and equipment necessary to perform all the services contemplated under this contract. The contractor's office shall be staffed at all times during normal working hours with personnel authorized to book shipments and arrange for services under the contract. All contractors shall have available an English reading, speaking, and writing employee at all times during packing and unpacking services. The contractor may not hire off-duty Quality Assurance Evaluators (QAE) or any other person whose employment would result in a conflict with the Standards of Conduct. Any personnel appearing to be under the influence of alcohol or drugs or using abusive language shall be replaced with qualified personnel for completion of services being performed.

1.3 Subcontracting. When it is in the best interest of the Government, the contracting officer may approve subcontracting in accordance with provisions of the DOD FAR Supplement, Part 52, Subpart 52.247-7112, and this Regulation. Such approval will be confirmed in writing and coordinated with the personal property shipping officer.

1.4 Operating Authority Requirements for Contractors. The provisions of the FAR, 52.247-2, Permit, Authorities, or Franchises, are applicable for qualification to perform services under this Regulation. A prospective contractor engaged in interstate transportation shall be approved and hold authorization in their own name by the Interstate Commerce Commission or, if engaged in intrastate transportation, a certificate issued by the appropriate state regulatory body will be required. In those instances where certain states recognize leasing and/or agency agreements to perform drayage services as an alternative to intrastate operating authority, the prospective contractor shall be responsible for furnishing such evidence of compliance with state law.

1.5 Quality Control and Assurance.

1.5.1 Quality Control. The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. One copy of the contractor's quality control program shall be provided to the contracting officer at the preaward survey conference or the preperformance conference if a preaward survey is not held. When required an updated copy must be provided the contracting officer on the contract start date and as future changes occur. Failure to provide copy is a violation of the requirements under this contract. The program shall include, but not be limited to, the following:

a. An examination and/or testing system covering the services stated in Specific Tasks, Part 5. It shall specify areas to be checked on either a scheduled or unscheduled basis and title of the individual(s) who shall perform the examination and/or testing.

b. A method for identifying deficiencies in the quality of services performed before the level of performance is unacceptable.

c. A file of all examinations/tests conducted by the contractor and when required the corrective action taken when discrepancies have been found. This documentation shall be made available to the Government for review anytime during the term of the contract.

1.5.2 Quality Assurance. The Government shall monitor the contractor's performance. Inspection of shipments will be performed by using the Report of Contractor Services, MT Form 360-R. Unsatisfactory service will be further documented by issuance of a Contract Discrepancy Report (CDR), MT Form 352-R. When completed, the CDR will be forwarded to the contracting officer for action. The contracting officer or his representative can take action (set off deduction, cure letter, etc.) against the contractor in accordance with FAR, 52-246-4, Inspection of Services.

1.5.3 Performance Evaluation Meetings. The contractor shall meet with the Quality Assurance Evaluator, personal property shipping officer, and contracting officer or designated representative once during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the contracting officer. A meeting, however, should be held whenever a Contract Discrepancy Report (MT Form 352-R) is issued. A mutual effort shall be made to resolve all problems identified. The written minutes of these meetings shall be signed by the contracting officer, contractor, personal property shipping officer, and Quality Assurance Evaluator. Should the contractor not concur with the minutes, the contractor shall state in writing to the contracting officer any areas of nonconcurrence.

1.5.4 Compliance. The rights and obligations of the parties to the Performance Work Statement (PWS) shall be subject to and governed by the provisions of the PWS and the requirements and services contained therein. To the extent of any inconsistency between the PWS and other military service regulations, the provisions of the PWS shall take precedence. Compliance with this PWS is mandatory.

1.5.5 Application. This PWS contains basic instructions for the packaging, packing, tagging, inventorying, containerization, marking, loading, storing, unpacking, and inspecting of household goods, unaccompanied baggage and extraordinary value shipments. The requirements of this PWS shall be followed whether the work is done by a contractor or by Government employees. This PWS applies to domestic and international Direct Procurement Method (DPM) shipments and local contract moves by motor van. It does not apply to domestic or international TGBL shipments.

2. DEFINITIONS

This part defines words and terms commonly used in this performance work statement.

2.1 Bluebark. The code word used to designate a personal property shipment of a deceased member.

2.2 Call number or Lot number. Locally assigned control number provided by the ordering activity when a requirement for services is placed with the contractor. For inbound shipments the number is normally assigned when the PPSO receives the freight bill or written receiving notice from the contractor. For outbound or local drayage shipments, the number is normally assigned at the time the order is placed with the contractor.

2.3 Complete Service. The rate bid per each item includes all related services, such as long carry, stairs, elevators, excessive distances, etc., necessary to perform the complete pickup and delivery of the personal property shipment.

2.4 Containerization. The stuffing or loading of personal property into exterior shipping containers.

2.5 Contracting Officer. Any person who, either by virtue of position or by appointment in accordance with the Federal Acquisition Regulation (FAR) or supplements thereto, is currently a contracting officer with the authority to enter into and administer contracts and make determinations and findings with respect thereto or with any part of such authority. The term also includes the authorized representative of the contracting officer acting within the limits of his or her authority as delegated by the contracting officer.

2.6 Direct Procurement Method (DPM). A method in which the Government manages the shipment throughout. Packing, containerization, local drayage, delivery, unpacking, storage and related services are obtained from commercial firms under a contractual arrangement or by the use of Government facilities and employees. Shipping containers are provided by the Government or contractor; separate arrangements are made with a carrier(s) for transportation; shipments are routed through commercial or Government-operated terminals; transocean transportation is accomplished by Military Sealift Command (MSC), Air Mobility Command (AMC) or commercial air; and separate documents are issued for each segment of the movement from origin to destination. DPM services are classified as follows:

a. Domestic. The movement of household goods or unaccompanied baggage within the continental United States (CONUS).

b. International. The movement of household goods or unaccompanied baggage between a point in CONUS and a point in an overseas area.

c. Intertheater. The movement of household goods or unaccompanied baggage between one overseas theater and another overseas theater.

d. Intratheater. The movement of household goods or unaccompanied baggage within one overseas theater.

2.7 Drayage. Schedule I - Drayage included applies in those instances when a shipment requires drayage to an air, water, or other terminal for onward movement after completion of the shipment preparation by the contractor. If it is being moved from a residence or other pickup point to the contractor's warehouse for onward movement by another freight company, carrier, etc., drayage not included applies. Schedule II - Drayage included means delivery of the shipment from destination contractor's facility or other destination point to the final delivery point as ordered. When shipment or partial removal of items from shipment is performed and prepared for member's pickup at destination delivery point, drayage not included applies. Schedule II services include movement from air, water, or other terminals to the contractor's facility at no cost to the Government.

2.8 Government-Owned Containers (GOCs). GOCs include all exterior wooden shipping containers purchased by the Government or constructed by the contractor for services under this contract. GOCs include containers meeting the requirements of Fed Spec PPP-B-580, Fed Spec PPP-B-601, and MTMC PAM 55-12. GOCs include all wooden exterior shipping containers purchased by the Government and received by the contractor awarded those services identified in Schedule II, Inbound Services.

2.9 GCWT. Code to designate gross hundredweight.

2.10 Household Goods. Household furnishings, appliances, clothing, books, liquor, and similar items belonging to a member and immediate family. Snow mobiles and vehicles such as motorcycles, mopeds, golf carts, and boats are authorized to be shipped. Any substances which are hazardous such as flammables and combustibles may not be shipped. In addition, the following items may not be shipped or stored as household goods at Government expense:

a. Automobiles, trucks, vans, and similar motor vehicles; airplanes; mobile homes; camper trailers; farm equipment.

b. Live animals not required in the performance of official duties including birds, fish and reptiles.

c. Cordwood and building materials.

d. Property for resale, disposal or commercial use rather than for use by the member and his or her dependents.

e. Privately-owned live ammunition.

2.11 Lot number. See paragraph 2.2.

2.12 Member or Owner. The military member, civilian employee or agent thereof for whom services are being provided at Government expense.

2.13 NCWT. Code used to designate net hundredweight.

2.14 Outsize Air Cargo. Cargo or containers in a shipment, including consolidated shipments, that have any exterior measurement greater than 72 inches in any dimension (length, width, or height).

2.15 Ordering Officer. The contracting officer of a using activity or an Government individual appointed by the contracting officer authorized to order services under the contract.

2.16 Owner. See paragraph 2.12.

2.17 Packaging. Application or use of protective measures including appropriate wrappings, cushioning and interior containers.

2.18 Packed by Owner (PBO). Those articles packed in a container by the owner (Item 0006 and 0007).

2.19 Packing. Assembly of packaged items into a shipping container with necessary blocking, bracing, cushioning, weatherproofing, reinforcement, and marking.

2.20 Personal Property. Refers to either unaccompanied baggage and/or household goods.

2.21 Personal Property Shipping Officer. The individual designated by appropriate authority to perform assigned traffic management functions at military installations or activities, regardless of whether or not that is the organizational title of the individual. For the purpose of this contract, the term PPSO includes representatives designated to order the services required and to inspect and evaluate those services performed by the contractor for acceptance or rejection.

2.22 Quality Assurance Evaluator (QAE). Representative of PPSO who has been appointed as a QAE to be responsible for providing technical assistance to the contracting officer in

administration of the contract. The QAE shall be responsible for inspection and acceptance of materials and services rendered by the contractor.

2.23 Residence. Normally considered to be the home, barracks, or other dwelling of the service member.

2.24 Unaccompanied baggage. That portion of the member's authorized weight allowance of personal property which is not transported free on a ticket used for personal travel and which is shipped separately from the bulk of the household goods. This shipment may be shipped by the expedited transportation mode. Examples are: personal clothing; professional books and equipment needed on arrival for performance of official duties; pots, pans, linens, and other light housekeeping items; collapsible cribs, playpens and baby carriages; small radios, portable televisions and small tape recorders; special equipment required for patients; and other items required for the health, comfort, and morale of the member. (Refer to individual Service Regulations for specific definition of unaccompanied baggage.)

2.25 Issuing Officer. Only authorized or acting PPSOs may issue PPGBLs. Such authorized persons may be military personnel or civilian employees of the Government on duty at the issuing office. As stated in 41 CFR 101-41.302-4, accountability for PPGBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper must appear on the PPGBL.

3. GOVERNMENT-FURNISHED PROPERTY AND SERVICES

3.1 The Government shall furnish the items listed below:

- a. PPP-B-580, Government-Owned Containers (GOCs). (Reference Part 6).
- b. DD Form 1387, Military Shipment Label.
- c. Waterproof envelopes.
- d. Government-Owned Container Control Record Form.
- e. DD Form 1299, Application for Shipment and/or Storage of Personal Property, with applicable special order and when required customs forms.
- f. DD Form 1796, Receipt of Unaccompanied Baggage.
- g. DD Form 1384, Transportation Control and Movement Document (TCMD).

3.2 Title to all household goods Type II wooden containers, crates or metal shipping boxes furnished by the Government shall remain the property of the Government.

3.3 Return of Excess Government-Furnished Property. Upon expiration of the contract, the contractor shall return unused Government-furnished forms and supplies to the ordering officer. Returned forms and supplies are to be in good reusable condition.

4. CONTRACTOR FURNISHED ITEMS

Except as provided in Part 3, the contractor is responsible for furnishing all the supplies, materials, and equipment needed to perform the tasks called for in this Performance Work Statement. All contractor-furnished containers become Government property upon their use in Schedule I, Outbound, and Schedule II, Inbound. Containers and packing materials provided by the contractor in intra-city or intra-area moves shall remain the property of the contractor. The contractor is required to order and maintain the mandatory specifications listed in Part 6.

5. SPECIFIC TASKS

Tasks and Standards. The contractor shall perform those services awarded in the schedule to meet the requirements of the tasks stated in this part based on the type of move. Tasks by type of move are reflected in the following chart showing which tasks normally apply to each type of move. Specific requirements for each task are described below. If specific instructions or requirements are not provided, the best available and customarily used commercial practices are acceptable.

<u>Task</u>	<u>Outbound House- hold Goods</u>	<u>Outbound Unaccom- panied Baggage</u>	<u>Inbound House- hold Goods</u>	<u>Inbound Unaccom- panied Baggage</u>	<u>Local Moves</u>
Premove Survey	X				X
Weighing	X	X	X	X	X
Time Requirements	X	X	X	X	X
Preparation, Packing, Loading, and Containerization	X	X			X
Tagging, Inventorying, and Packing List	X	X			X
Appliance Servicing and Unservicing	X	X	X	X	X
Containers and Vehicles	X	X	X	X	X
Marking Exterior Shipping Containers	X	X	X	X	
Storage	X	X	X	X	
Unpacking/Unloading and Loss and Damage Reports			X	X	X
Documentation	X	X	X	X	X
Reports	X	X	X	X	

5.1 Premove Survey. The contractor shall determine the nature of personal property offered for shipment either by physical inspection or telephone survey with the owner. The ordering officer may waive this requirement if a survey is not desired by the owner or if the ordering officer deems it unnecessary or impractical.

5.1.1 A physical inspection shall be accomplished for all local intra-city and intra-area moves and outbound household goods shipments which are being picked up from a residence with an estimated net weight of 3,200 pounds or more reflected on the DD Form 1299, Application for

Shipment and/or Storage of Personal Property. For shipments of lesser weight, a telephone premove survey shall be made.

5.1.2 The physical premove survey shall be conducted at a time and date which is mutually agreed upon between the contractor and the owner but not later than the day prior to the scheduled pack or pickup date.

5.2 Weighing.

5.2.1 The gross, tare, and net weight of all shipments, including unaccompanied baggage, shall be determined through use of the contractor's warehouse platform scales, Government scales, or public truck scales. Each scale used must be properly certified by a state inspector of weights and measures in accordance with the regulations of the state or district having legal jurisdiction over the scales. Personnel designated to operate scales shall be licensed or otherwise qualified as weighmasters if required by the applicable state, commonwealth, or district.

5.2.1.1 When scales are not available or their use is not practical, the application of a constructive weight of seven (7) pounds per cubic foot will be used provided prior written approval is obtained from the ordering officer. (See paragraph 5.2.11 for constructive weight of PBP&E.)

5.2.2 Platform scales will be used for weighing containerized household goods and baggage shipments. When containers are too bulky or heavy for the contractor's scales, public or Government scales will be used.

5.2.3 Public scales will be used for weighing local intra-city and intra-area shipments. The weight of such shipments shall be obtained in the manner prescribed by the Interstate Commerce Commission (ICC) except for intrastate moves. When the state or district regulation is in conflict with the ICC provisions, the state or district regulations shall apply for intrastate moves only.

5.2.4 When available and within a reasonable distance from the pickup or delivery location, the ordering officer will require the use of Government scales. (Note: The contracting officer should insert local policy regarding the availability and use of Government scales.)

5.2.5 Except as otherwise provided herein, the weight of each shipment shall be obtained by determining the difference between the tare weight of the vehicle on which the shipment is to be loaded prior to the loading and the weight of the vehicle with the shipment loaded.

5.2.6 At the time of the tare and gross weighing, the vehicle shall have installed or loaded thereon all pads, dollies, handtrucks, ramps and other equipment required for the transportation of such shipments. No packing or crating materials or supplies shall be loaded on the vehicle at the time of the tare weighing. Neither the driver nor any other persons shall be on the vehicle at the time of either the tare or the gross weighing.

5.2.7 The fuel tanks on the vehicle shall be full at the time of each weighing or, in the alternative, no fuel may be added between the two weighings when the tare weighing is the first weighing Performed.

5.2.8 The trailer of a tractor-trailer vehicle combination shall be detached from the tractor and the trailer weighed separately at each weighing providing the length of the scale platform is adequate to accommodate and support the entire trailer at one time.

5.2.9 Shipments weighing 1000 pounds or less shall be weighed on a certified platform or warehouse scale prior to loading for transportation or subsequent to unloading.

5.2.10 The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

5.2.11 When professional books, papers, and equipment (PBP&E) are included as part of the shipment, including those packed by owner, the weight of each item individually described on the inventory shall be entered on the same line of the inventory next to the description. The total weight of such articles shall be annotated separately on the inventory and packing list. The PBP&E weight will be obtained using bathroom or platform type scales. If it is not possible or practical for the contractor to weigh the items at the time of packing and pickup, a constructive weight of 40 pounds per cubic foot will be used for PBP&E.

5.2.12 The contractor shall invoice for the net weight of all shipments except for outbound unaccompanied baggage packed by owner (Item 0006 and 0007 of Schedule I). On shipments being delivered when the net weight of the shipment cannot be determined, see paragraph 5.2.13.3. Unaccompanied baggage containerized for final shipment which has a combination of contractor packed baggage (Schedule I, Item 0004) and owner-packed baggage (Schedule I, Item 0006 or 0007) will be invoiced under whichever item constitutes the greater weight of the container.

5.2.13 The contractor shall submit weight tickets, reflecting gross, tare and net weight, in duplicate, properly certified in accordance with ICC, state, commonwealth or district regulations to the ordering officer with applicable documentation. (See paragraphs 5.5 and 5.10.)

5.2.13.1 The weight tickets shall contain the name and address of the weighing station, the date, name of contractor, van or trailer number, name of property owner, applicable call number assigned by the ordering officer, and signature of the weighmaster.

5.2.13.2 For inbound personal property shipments (other than unaccompanied baggage shipments packed by owner), the contractor shall bill on origin net weights obtained from the Personal Property Government Bill of Lading (PPGBL) or other movement document and need not submit a weight certificate, unless a reweigh is ordered. When a reweigh is ordered the contractor should bill on the reweigh weight.

5.2.13.3 If the PPGBL, movement document, or container does not reflect the net weight for inbound shipments (other than unaccompanied baggage shipments packed by owner) or if the PPGBL is unavailable at destination, the contractor shall bill on origin gross weights obtained from the PPGBL, or other available sources, such as containers or supporting documentation. The contractor is required to use all means available (containers, supporting documentation, etc.) to obtain a net weight prior to submitting bill. If bill is submitted on origin gross weight, the contractor is paid for the gross weight based on the net weight bid price.

5.2.14 The contractor shall perform reweigh services when ordered. The reweigh will normally be requested at the time the delivery order is placed and shall be performed in accordance with instructions set forth in paragraph 5.2.1. When so advised by the ordering officer, a designated representative of the ordering officer or the member shall be permitted to accompany, in a separate conveyance, the contractor to witness the reweigh. This would be at no extra charge and the separate conveyance would not be provided by the contractor.

5.2.14.1 When the weight of a reweighed shipment is less or greater than the origin net or gross weight obtained at the initial weighing, the contractor shall bill on the reweigh weight.

5.2.15 Billing Procedures for CONUS and Overseas Activities. Shipments are payable on the basis of 100-pound minimum weight for unaccompanied baggage and a 500-pound minimum weight for household goods, net or gross weight, as indicated in the bid item.

5.3 Time Requirements.

5.3.1 The ordering officer will normally give the contractor notice to commence services ordered herein at least one (1) full work day prior to date specified. Oral orders will be confirmed in writing within two (2) workdays following the date of acceptance of the order by the contractor. The contractor will be available to receive orders between the hours 0800 and 1700. Upon the request of the ordering officer or member, the contractor shall provide information as to whether the service will be performed in the a.m. (0800 to 1200 hours) or in the p.m. (1200 to 1700 hours). This will be based upon the best information available and will be provided at the earliest possible time but not later than 1500 hours of the day before the service is scheduled to be performed. In unusual situations it may be necessary for the ordering officer to direct performance of services at specified times or days. When services are ordered at times or days other than normal duty days and hours, then overtime charges are applicable. When services cannot be completed on the scheduled day, the contractor shall complete all services on the following workday.

5.3.2 Unless unusual circumstances exist, shipments will not be scheduled by the contractor or the ordering officer for pickup or delivery on Saturdays, Sundays, or officially declared Legal Public Holidays unless there is a mutual agreement between the contractor, owner, and ordering officer. The contractor shall not begin pickup or delivery services at an owner's residence before 0800 hours or after 1700 hours without prior approval of the ordering officer or the owner. Contractor shall not begin any service that will not allow completion by 2100 hours without prior approval of the PPSO or the owner.

5.3.3 The contractor shall commence packing for local drayage shipments between 0800 and 1200 hours of the date specified and shall proceed without unnecessary interruption until the required services are fully performed. Delivery and unpacking shall be completed on the agreed date no later than 1700 hours unless otherwise authorized by the ordering officer or the owner.

5.3.3.1 Normally, local drayage shipments in excess of 5,000 pounds cannot be effectively packed, picked up, delivered, and unpacked the same day. Packing of such shipment is done the day before the specified pickup day unless the shipment is estimated by the Government to be in excess of 10,000 pounds in which case two (2) days shall be set aside for packing.

5.3.4 When delivery and unpacking services cannot be completed by 1700 hours of the date specified, the contractor shall contact the ordering officer before suspending operations and return the next workday to complete services.

5.3.5 The contractor shall commence containerization of outbound household goods or unaccompanied baggage at owner's residence or contractor's facility on the date specified. The contractor shall not deviate from specified pickup date unless approved by the ordering officer. If containerization is ordered at the contractor's facility, the household goods or unaccompanied baggage shall be picked up on the date and within the hours specified. Unless a longer period is authorized by the ordering officer, the maximum containerization time allowed at the contractor's facility shall be three (3) workdays following the specified pickup date for household goods and two (2) workdays following the specified pickup date for unaccompanied baggage.

5.3.6 The contractor shall accept from commercial carriers and pickup from commercial, air, water, and military terminals inbound shipments of household goods or unaccompanied baggage. The contractor shall notify the ordering officer upon arrival of a shipment but no later than 1200 hours of the next workday. Delivery shall be effected within three (3) workdays following date of receipt or contractor's notification to the ordering officer of arrival unless otherwise specified. For shipments in storage, delivery to residence shall be effected by the contractor within three (3) workdays following the date of notification for delivery by the ordering officer. The contractor shall not deviate from specified delivery date unless approved by the ordering officer.

5.4 Preparation, Packing, Loading, and Containerization.

5.4.1 The contractor shall prepare articles having finished surfaces susceptible to damage by scratching, marring, soiling, or chafing by wrapping such articles at time of loading at the residence in textile or paper furniture pads, covers (other than burlap) or other acceptable wrapping materials. When storage of these articles is necessary, they shall be afforded the same protection. Upholstered furniture shall be protected by wrapping with paper pads or blankets. All contact surfaces such as corners and edges shall be protected with excelsior, macerated pads or other cushioning materials. Protective wrappings shall be securely taped. Care shall be exercised to avoid placing the tape on any surface of the article being wrapped.

5.4.1.1 The contractor shall disassemble all items of personal property which requires disassembly to ensure safe movement and delivery at destination. Items disassembled by the contractor shall be shown in the remarks section of the inventory as contractor disassembled (CD). The contractor will have tools available for this service at the job site. Third party services, for the disassembly of unusual articles set forth in paragraph 5.6.1.4, may be authorized by the ordering officer.

5.4.1.2 The contractor shall not be required to disassemble swing sets, playground equipment, television and radio antennas, and similar articles. These shall be disassembled by the owner. Items disassembled by the owner shall be shown in the remarks section of the inventory as disassembled by the owner (DBO).

5.4.1.3 All nuts, bolts, screws, small hardware, and other fasteners removed from articles by the contractor in preparation for shipment shall be placed in a cloth bag, or similar durable container, and securely attached to the article from which removed.

5.4.1.4 Legs or other articles removed from furniture shall be properly wrapped, bundled together, and identified such as dining table legs, six each, and listed as a separate item on the inventory.

5.4.2 The contractor will accomplish all packing in accordance with the provisions of this paragraph.

5.4.2.1 Materials. All material shall be new or in sound condition. The use of damp, wet, or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment shall be completely obliterated and all material shall be free of any substance injurious to the articles being packed and to the owner. New material shall be used for packing mattresses, box springs, linens, bedding, and clothing. In the absence of any specific standard or requirement for materials listed in this section, materials that are clean, of good quality, commercially available, and appropriate for the purposes intended shall be used.

5.4.2.2 Boxes. Wood or fiberboard boxes used shall be as follows: wood cleated fiberboard, wood cleated plywood, nailed wood, corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood, or solid fiber and shall be well manufactured and free from imperfections which may affect their utility. When boxes are ordered, they will be ordered under the appropriate bid item.

5.4.2.3 Cartons. Cartons of solid or corrugated fiberboard shall be used for packing linens, books, bedding, lampshades, draperies, and similar articles. After packing, cartons shall be glued or sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of the corrugated or solid fiber cartons shall be of a minimum average bursting strength of 200 pounds per square inch. The inside dimensions of the carton, length, width, and depth totaled shall not exceed 75 inches with a weight limitation of 65 pounds. All corrugated and fiberboard cartons shall be stamped with a manufacturer's certificate indicating the name of the manufacturer, bursting strength, minimum combined weight of facings, size limit, gross weight limit and

information indicating type of carton (single wall, double wall, etc). Cartons lacking a certificate are not authorized for use on personal property shipments. Egg crates, fruit or vegetable crates, tea crates, and similar type boxes and cartons shall not be used. Boxes may be used in lieu of cartons when the ordering officer determines that their use is necessary to assure protection and safe movement of the articles.

5.4.2.4 Dishpacks are corrugated fiberboard cartons with a capacity of not less than 5 cubic feet and shall be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile items. When packaging of fragile items has been completed and space is left in a dishpack, such space may be used for packing other light weight items. The sidewalls and ends of the carton shall be of a minimum average bursting strength of 350 pounds per square inch. Not more than 120 pounds of material shall be packed therein. The carton shall be fitted with a cushion pad in the top and bottom with tiers of fiberboard dividers to make cells of various dimensions appropriate for the size of items being placed therein. When the individual items do not completely fill the cell, the void shall be filled with paper. Items shall be wrapped in clean unprinted newsprint and kraft paper. A flat piece of corrugated fiberboard shall be placed between each tier of cells. Each dishpack shall be packed with approximately equal portions of heavy, medium, and lightweight articles. The heaviest items shall be packed in the bottom tier with a divider pad placed on top. Medium weight items shall be packed in a second layer of the carton in filler cells usually called the "crystal" filler with a divider pad on top of this layer. Lightweight items shall be packed in the top layer in fillers sometimes called the "miscellaneous" filler which should, with the addition of the top cushion pad, fill the carton to capacity that will, with the flaps closed, create a tightly packed unit. All dishpack cartons shall be marked on two sides with the word "UP" with an arrow pointing to the top.

5.4.2.5 Filler material. Good quality paper pads, cellulosic (bubble pack) cushioning material, fiberboard, corrugated fiberboard, unicellular polypropylene foam, unprinted newsprint, or kraft paper shall be used as a filler.

5.4.2.6 Paper pads. New or clean, if previously used, paper pads shall be used when required.

5.4.2.7 Wrapping. Wrapping paper shall be new or clean and appropriate for the purposes intended.

5.4.2.8 Paper. (Waxed or treated) All waxed paper used shall be manila wax or equivalent. Treated paper may be used if it is "Butcher" type paper.

5.4.2.9 Unicellular polypropylene foam. All unicellular polypropylene foam wrapping material shall be new or clean and conform to Fed Spec PPP-C-1797.

5.4.3 The contractor shall perform all packing in a manner requiring the least cubic measurement, producing packages that withstand normal movement without damage to container or contents and at a minimum of weight. The number and weight of containers shall not be greater than necessary to accomplish efficient movement. At the owner's request, articles such as stereo equipment shall be packed in original containers when furnished by the owner (provided the

containers meet minimum standards) for shipping purposes. When original cartons are used for this type of equipment, provisions as indicated in paragraph 5.4.2.3 will apply. The member's name and general contents will be marked on exterior of all cartons.

5.4.3.1 Books. Books shall be packed in cartons. All books of similar size shall be packed together in rows. Pads of solid or corrugated fiberboard shall be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton and prevent chafing. Books normally shall be packed not more than two rows high in a carton.

5.4.3.2 Chinaware, glassware, crockery, lamps, clocks, jardinieres, statuary, vases, bric-a-brac shall be packed into dishpacks or other suitable containers. Use of clean type or other modern method (not requiring the use of excelsior or shredded paper) of packing is required.

5.4.3.3 Electrical Equipment. Fans, heaters, portable stoves, sunlamps, home computers, microwave ovens, and like items. Such equipment shall be completely wrapped in paper, paper pads, or unicellular polypropylene foam and then packed into an interior carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. All items shall be properly wrapped and padded prior to packing into interior cartons.

5.4.3.4 Kitchenware. All kitchenware shall be wrapped, packed and padded to prevent rubbing and movement when packed into interior cartons.

5.4.3.5 Linens, Clothing, Draperies, and Like Items. When not safe for movement in drawers, chests, dressers, trunks, etc., these and similar items shall be packed into new cartons and sealed at the residence. If safe for movement in drawers, chests, etc., the items remaining will be padded to prevent chafing or movement. Clothing on hangers in closets and draperies shall be packed into wardrobes as indicated in paragraphs 5.4.3.5.1 and 5.4.3.5.2. Clothing packed for unaccompanied baggage shipments shall be packed as indicated in paragraphs 5.4.3.5.2 and 5.4.3.12.

5.4.3.5.1 Upright Wardrobes. New upright wardrobes shall be used for local drayage shipments. At the option of the service member, either upright or flat wardrobe cartons will be used in containerized international codes of service (Codes 4, 5, 6, and T). If the member expresses no preference, the carrier may select the type of wardrobe used. Empty hangers shall be removed, wrapped, and packed in a separate carton. No items shall be placed in bottom of wardrobes.

5.4.3.5.2 Laydown Wardrobes. Laydown wardrobes used for packing unaccompanied baggage and household goods shipments shall be new and of sufficient size to allow clothing to be packed flat. Stuffing, rolling, and excessive folding of items shall not be permitted. Hangers shall be removed from clothing and wrapped and packed in a separate carton.

5.4.3.6 Fragile Articles. Mirrors, pictures, and paintings (glass-faced or other than glass-faced paintings), glass or stone table tops, and other fragile articles requiring crating or similar protection. These articles shall be wrapped and packed in a crate or a fiberboard carton. When

more than one article is packed in any one crate or carton, a divider shall be provided. No more than four articles shall be packed in any one crate or fiberboard carton. Stone tabletops shall be packed separately. Small pictures, paintings, mirrors, and other articles of this type shall be packed in cartons and shall be sealed at residence.

5.4.3.7 Lampshades, Ornaments, and Toys. These and other small items easily crushed shall be wrapped and placed into cartons and insulated from the carton walls and from other items. Lampshades shall be wrapped individually in tissue paper first and then with new paper or new unicellular polypropylene foam and placed into cartons to prevent shifting or damage (one per carton).

5.4.3.8 Mattresses and Box Springs. Mattresses and box springs shall be placed in new mattress cartons at the residence and sealed with tape at all joints and seams. All cartons used shall have a minimum average bursting strength of 200 pounds per square inch.

5.4.3.9 Rugs. Rugs and rug pads shall be rolled (not folded) for shipment and shall not be subsequently folded or bent. This does not apply to small throw rugs without backing.

5.4.3.10 Silverware. Each item of silverware, silver ornamentation, or brass that is not coated to prevent tarnishing shall be individually wrapped in several thicknesses of nontarnish tissue paper or unicellular polypropylene foam. Wrapping of flatware items is not necessary in local drayage moves. Flatware items shall be stacked or nestled. When storage chests are available, flat silver shall be nested or cushioned in the chests. Holloware is soft and easily bent and shall be packed in a dishpack, preferably in top half of the carton. Each vessel and cover shall be wrapped separately with the wrapped cover inverted and placed on the vessel so the two will be packaged as a unit.

5.4.3.11 Appliances and Washers. The contractor shall service appliances and washers as prescribed in paragraph 5.6.

5.4.3.12 Unaccompanied Baggage Items. Unaccompanied baggage items shall be individually packaged in cartons consistent with the protection specified for items of household goods in the preceding paragraphs. Clothing will not be placed loose but will be properly packed in cartons before they are put into an outer shipping container. Fiberboard boxes may be used for items requiring interior packaging.

5.4.3.13 Expensive and Valuable Items. When an owner declares certain items as expensive and valuable, the ordering officer shall order the services under Schedule I, Item 0008. Packing and inventorying shall be performed only in the presence of the owner. Drayage, if required, will be ordered by the ordering officer. Cartons for packing these items shall meet the specifications of paragraph 5.7.11.2.

5.4.3.13.1 The contractor shall perform at the owner's residence all exterior containerization services as prescribed in paragraph 5.7 as appropriate for the type of articles, destination, and method of shipment designated by the ordering officer.

5.4.3.13.2 The contractor, when drayage is not required, shall weigh the containerized articles on portable platform scales or bathroom scales, or upon the written authority of the ordering officer, apply a constructive weight of 11 pounds per gross cubic foot of the container.

5.4.3.14 Owner Packed Items. Items already packed by owner shall be inspected and repacked by the contractor as per paragraph 5.4, with the exception of Items 0006 and 0007, Schedule I.

5.4.3.15 Removal of Debris. Packing and loading at origin shall include, as a minimum, removing from the member's residence all empty contractor-provided containers, packing materials and other debris accumulated incident to packing and loading unless specifically waived by the owner in writing.

5.4.3.16 Upholstered and overstuffed (O/S) furniture items shall be wrapped and padded. No boxes, cartons, or other items shall be placed upon this type furniture. When shipped with other household goods, O/S will be padded, blocked, and braced to preclude damage from any pressure against the upholstery including pressure from its own weight as well as from conditions external to the container.

5.4.4 The contractor shall exercise care in handling, loading, and padding all items loaded into a closed moving van for local drayage shipments or for movement of outbound household goods or baggage to contractor's warehouse for containerization. All cartons will be stacked, loaded, handled, and drayed in their normal top up position unless as indicated on carton. When tailgating is authorized by the ordering officer, the load shall not extend beyond the surface of the tailgate or beyond the surface of the vehicle. The tailgated items shall be protected from inclement weather by a suitable covering.

5.4.5 Containerization. Containerization of outbound household goods and unaccompanied baggage shall be done at the owner's residence, unless otherwise authorized by the ordering officer. Care shall be taken to tightly pack items within the container. Articles shall be padded and stuffed so as to preclude damage. Filler material shall be used to eliminate void spaces. Wadded paper or empty boxes shall not be used. Padded bracing shall be used to prevent movement of items during transit. Large spaces shall be plugged with shock absorbent material such as styrofoam blocks to absorb movement caused by vibration and settling. All shipments shall be protected from the elements (rain, snow, sun, etc.) and theft at all times.

5.4.5.1 Containerization shall be carefully planned for the best utilization of the container and proper distribution of weight to obtain maximum stowage factors. The following are desired minimum stowage factors of shipping containers. Failure to meet the standards will be cause for rejection of the services performed.

(a) Fed Spec PPP-B-580 containers - For containers of 166 cubic feet and less 5.7 net pounds per gross cubic foot of the container; for containers in excess of 166 cubic feet - 5.9 net pounds per gross cubic foot of the container.

(b) MTMC Pam 55-12 containers - 5.9 net pounds per gross cubic foot of the container.

5.4.5.2 Extra heavy items such as upright pianos shall be raised and blocked to relieve any strain on the casters and braced with 2 x 4 lumber using cleats nailed through the plywood sheathing or the interior container frame. Braces shall be padded at compression points to prevent abrasion of finished surfaces.

5.4.5.3 Large heavy items such as refrigerators, freezers, and washers shall be placed on the floor of the container using other heavy dense articles such as footlockers, boxes of books, or dishpacks for bracing. Weight distribution shall be kept equal with the center of gravity of the container.

5.4.5.4 Less dense articles such as chairs, small electrical appliances, packed cartons, or small furniture articles shall be used in the middle layer and light weight articles on the top layers. All space shall be filled or top bracing shall be installed in a partially filled container. Empty cartons do not suffice as bracing. Bracing shall be placed horizontally and held down by side cleats to prevent the movement of articles within the container. Cushioning material should be used to fill gaps so shifting of the articles is not possible.

5.4.5.5 Firearms. When firearms are included in containerized shipments, they shall be placed in the number one container in such a manner to permit easy withdrawal for inspection.

5.4.5.6 Bicycles. Bicycles, when shipped as a separate item and not included within a container, shall be packed in cartons meeting the requirements of Commercial Standard A-A-2876 as a minimum. Cartons shall be constructed and fabricated in a configuration which will permit containerization of the bicycle without removal of the front or rear wheels. For shipments other than local drayage, the handle bars shall be loosened, lowered, turned at right angle to their usual position, swung downward, and retightened. Wheels or mechanisms on multispeed bicycles shall not be removed or disassembled from the frame. Pedals shall be removed and secured on edge forward of the seat post or above back fender. Before placement into the carton, protective wrapping and padding shall be applied where necessary to prevent damage. After placement within the carton, adequate interior packaging shall be placed in void areas to prevent shifting or movement during transit. The bicycle shall be placed upright in a fiberboard container. The carton shall be sealed with a suitable tape and strapped girthwise at one third the distance from each end. The word "UP" with an arrow pointing to the top of the carton shall be stencilled in black letters a minimum of 2 inches high on each side.

5.4.5.7 Boats. Boats may include, but are not limited to, the following: boats, canoes, skiffs, light rowboats, kayaks, sailboats, and boat trailers. The contractor shall be required to accept a boat and/or boat trailer. Components and boat accessories that will not fit into a PPP-B-580 container will be containerized in accordance with Fed Spec PPP-B-601.

5.4.5.8 Security Seals.

5.4.5.8.1 International Household Goods. All exterior household goods containers and boxes, including overflow and oversize boxes and rug tubes/cartons, will be sealed with accountable seals at point of pick-up, unless an exception is authorized by the responsible PPSO. Sealing will be completed prior to any movement and the seal (control) numbers entered on the inventory, cross-referencing the container number. Four seals, as a minimum, will be used per box and seals will secure the access overlap door and side panels.

5.4.5.8.2 International Unaccompanied Baggage. All exterior unaccompanied baggage containers will be sealed with accountable seals at point of pickup. Sealing will be completed prior to any movement and the seal (control) numbers entered on the inventory. Two seals, as a minimum, will be used per box and seals will secure the access overlap top and ends. If only two seals out of a set of four are used, the seals not used should be destroyed at the time of sealing or given to the member.

5.5 Tagging, Inventorying, and Packing List Preparation.

5.5.1 The contractor, in coordination with the owner, shall prepare an accurate legible household goods descriptive inventory similar to Figure BE-1. When an article is packed in an original container furnished by the owner, the inventory shall indicate type of article and will be shown as "CP", packed by the contractor. All tagging will be accomplished prior to removal of goods from inside of residence. Tags will not be placed on finished surfaces. The contractor shall:

5.5.1.1 Identification. Identify cartons by type and cube with an indication of general contents; such as, linens, pots and pans, 3.5 cubic feet, etc. The contractor shall diligently count and examine all goods tendered for shipments, receipt for them and make appropriate written exception for any goods not in apparent good order. Each carton shall be tagged and inventoried as a separate inventory line item.

5.5.1.2 Avoid the use of words such as "household goods, kitchenware, glass, and misc." or other general descriptive terms in the preparation of the inventory. Describe in as much detail as possible items of furniture; for example, television sets should be identified as being either "color" (C) or "black and white" (B&W) and console or portable, as appropriate.

5.5.1.3 Symbols. The "Exception Symbols" and "Location Symbols," as shown at Figure BE-1, shall be used to describe locations and exceptions. Locations and exceptions shall be true and accurate. The omission of exception symbols shall indicate good condition except for normal wear. Contractor shall not use terms "all over" and "everywhere." Each exception and location shall be listed separately and not collectively, i.e. SCRATCHED, LEFT SIDE BOTTOM, GOUGED ON TOP FRONT EDGE. Inventory will read, SC-5-9=2,G-10-4-12 and not SC,G,5,9,2,10,4,12.

5.5.1.4 Ensure that the terms "PROFESSIONAL BOOKS (PB)," "PROFESSIONAL PAPERS (PP)," "PROFESSIONAL EQUIPMENT (PE)," or "PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBPE)" are used to identify such articles on the inventory, together with the cube and weight of the container; a line entry item for each container, such as, carton PB 3 cubic ft.,

120 lbs. These items identified by the member, shall be separated from other items of the shipment, weighed separately, and placed in separate boxes or cartons to provide safe transportation. Symbols PB, PP, PE, PBPE, as appropriate, shall be used. The total weight of the packed professional items shall be recorded on the last page of the inventory for local drayage moves and on the packing list for outbound household goods and unaccompanied baggage shipments.

5.5.1.5 List on the inventory the general contents of items which are packed by contractor (CP) or member (PBO) in dresser or chest of drawers, footlockers, trunks or seabags, or indicate empty.

5.5.1.6 Motorcycles, mopeds, and motorscooters shall be inventoried, as one line item, listing their serial number, make, year, model, and odometer reading.

5.5.1.7 Identify all packing done by member as (PBO) or packed by contractor as (CP). When the ordering officer permits the contractor to partially containerize a shipment at the warehouse, each item removed from the residence shall be annotated on the inventory as containerized warehouse (CW).

5.5.1.8 Annotate the receiving document or inventory to show any overage, shortage, and damage found, including visible damage to external shipping containers and condition of security seals each time custody of the property changes from a storage contractor (warehouse man) to the contractor or from one contractor or carrier to another.

5.5.1.9 Removal from Nontemporary Storage. When the personal property is to be removed from nontemporary storage (NTS) the contractor shall obtain from the storage contractor two legible copies of the nontemporary storage inventory and in conjunction with the storage contractor, check each item of the storage lot in accordance with such inventory. If at the time each item is checked there is a difference in condition of the item from that listed on the nontemporary storage inventory, the contractor shall prepare an exception sheet and such differing conditions shall be noted thereon. When the contractor elects to make a new inventory, differences as to condition of individual items as compared with the nontemporary storage inventory, shall be shown on an exception sheet as described above. In the event the opinions of the contractor's representative and storage contractor's representative differ as to shortages and overages or condition of an item(s), both opinions shall be listed on the exception sheet and separately identified as to source. Both parties will sign and date the Exception Sheet, each retaining a legible copy for their respective files. Such exception sheet shall remain an internal industry document. In the event a claim is filed, the contractor shall provide legible copies of the exception sheet, if any, to the appropriate claims officer.

5.5.1.10 Preparation of Inventories. Inventories prepared on shipments released from nontemporary storage shall indicate the same article identification and item number as on the nontemporary storage inventory or a cross-reference shall be made on the new inventory indicating the item number and identification from the nontemporary storage inventory. The use

of legible photo reproductions of the storage contractor's inventory in lieu of preparing a new inventory is permissible.

5.5.1.11 Identify personal property by affixing a tag or tape to each article (not applicable to individual items in packing containers). Each shipment shall be separately identified by lot number except for local moves when only a single shipment is placed in the van. Each article shall be assigned a number which must correspond with the item number shown on the inventory form. The type of identification used and the method of affixing it to the article shall be such as not to damage any article so identified.

5.5.1.12 Identify items disassembled or serviced by contractor or by third party at origin and record such items in the remarks section of the inventory.

5.5.1.13 When available, use the same inventory prepared at origin to verify delivery and condition of the articles at destination.

5.5.1.14 Rugs and Pads. Large rugs and pads shall be listed separately by color and size on the inventory. When small rugs are listed as bundles, the number of rugs in each bundle shall be shown on the inventory.

5.5.1.15 Inventory Form. The inventory form shall bear the signature of the owner, and date signed, together with the signature of the contractor's representative and date signed certifying to its accuracy and completeness.

5.5.1.16 Shipments to Multiple Destinations. Whenever an owner has shipments to multiple destinations, a separate inventory shall be prepared for each shipment. At time of pickup, the contractor shall insert in the heading of the inventory(ies) the method of shipment and geographic destination of the goods.

5.5.2 The contractor shall prepare the inventory in five (5) copies for outbound shipments and in three (3) copies for local moves. The original and all copies shall be legible and shall bear the name and complete mailing address of the contractor.

5.5.2.1 Local Drayage Moves. For local drayage moves, the original inventory shall be furnished the ordering officer; one (1) copy shall be retained by the contractor, and one (1) copy given to the owner when loading is completed.

5.5.2.2 Outbound Household Goods and Unaccompanied Baggage Shipments. For outbound household goods and unaccompanied baggage shipments, the original inventory will be furnished to the ordering officer, one (1) copy will be retained by the contractor and one (1) will be given to the owner. The contractor shall place in a waterproof envelope secured to the No. 1 container: One (1) copy of the inventory; one (1) copy of the DD Form 1299 (Application for the Shipment and/or Storage of Personal Property), and if an overseas shipment, one (1) copy of the owner's orders and custom's document, when applicable. Additionally, for household goods, the contractor shall place an envelope containing the following documents in an easily accessible

location inside the No. 1 container. One (1) copy of the packing list, and exception sheet for shipments released from nontemporary storage (if appropriate). For unaccompanied shipments, the contractor shall place one (1) copy of the member's orders inside the carton prior to sealing. The member will be required to furnish all necessary copies of their orders.

5.5.3 Property Picked Up from a Military Installation Warehouse. When personal property is picked up by the contractor from a military installation warehouse, the contractor shall use the DD Form 1796, Receipt for Unaccompanied Baggage, prepared by the installation warehouseman and signed by the member as the original transfer document. The package numbers on the DD Form 1796 shall be cross-referenced on the contractor's inventory and packing list when overpacking is required.

5.5.4 Packing Lists. One of the packing lists as identified in Figure BE-1 or BE-2 will be used when appropriate. The contracting officer will advise the contractor as to the required packing list prior to the start date of the contract.

5.5.4.1 The contractor shall prepare a packing list at the time the goods are packed, noting therein the number of each piece, the weight and cubic measurement. The total weight of professional books, paper, and equipment shall be listed separately on the packing list. The packing list/inventory packing list will be prepared in five (5) copies and distributed per paragraph 5.6.2.2.

5.6 Appliance Servicing and Unservicing.

5.6.1 The contractor shall service appliances by securing the item in such a manner that it will withstand handling and transportation. After servicing, a tag or label shall be attached to the appliance to indicate that it must be serviced at destination prior to its use (reversing the process performed at origin). Tagging is not required on local moves.

5.6.1.1 Washers. Washers requiring servicing shall be secured with washer kits, washer packs, washer locks, or special plastic inserts. The use of sheet fiberboard or cardboard shall not be used. Hoses will be removed, wrapped, and placed in drum of washers.

5.6.1.2 Record player. The tone arm of a record player shall be secured with tape and the turntable shall be anchored with the built in screws, when present.

5.6.1.3 Loose parts of refrigerators, freezers, and stoves shall be secured to prevent movement or removed and packed separately. Electrical cords will be secured.

5.6.1.4 Items of unusual nature may require service by a third party which is arranged by the contractor. The contractor shall not arrange for third party servicing without the authorization of the ordering officer. The charges for third party service shall be billed by the contractor as a separate charge on the invoice and supported with two (2) copies of the third party company's invoice. Examples of items of an unusual nature are: shrinks, wall units and grandfather clocks.

5.6.2 Unservicing of Appliances. The contractor shall perform unservicing of appliances at destination by reversing the procedure used for servicing. If third party unservicing is required and approved by the ordering officer, the contractor shall bill the services as prescribed in paragraph 5.6.1.4.

5.6.3 Servicing and unservicing of appliances shall not include connecting or disconnecting services. This is the responsibility of the owner.

5.7 Containers and Vehicles.

5.7.1 Government-Owned Containers (GOCs). GOCs are containers constructed in accordance with Fed Spec PPP-B-580 described as Box, Wood, Household Goods. These containers have a capacity of 1,500 pounds with an interior cube of 171 feet and gross cube of 193 feet. The contractor shall caulk PPP-B-580 boxes at time of assembly. The caulking shall be a non-hardening type in a continuous strand or rope form, not less than 1/4 inch in diameter. For previously used boxes, if the caulking has dried and become brittle, or if caulking has been improperly applied or separated from the wood members, new caulking shall be applied where necessary. When patches are used for repair of a container, the patch shall also be caulked. GOCs also include those containers listed in MTMC Pam 55-12, those meeting Fed Spec PPP-B-601 and wooden overflow and oversize containers purchased by the Government or received by the contractor awarded the Schedule II, Inbound Services contract. GOCs shall be used to the extent as they are available for Schedule I, Items 0001 through 0005, before using contractor-furnished containers.

5.7.1.1 Unacceptable containers are those that have been extended to accommodate oversize or overflow items, any panel bowed or bulging beyond their normal conformity, those with deteriorated plywood (either rotted or delaminated), those caulked on outside seams or joints, and those patched without the use of caulking compound. Patches on the outside surfaces are not acceptable because they increase the overall dimension and are subject to being scraped off during handling. The floor shall be solid and all skids installed and in sound condition.

5.7.2 MTMC Pam 55-12 and Fed Spec PPP-B-580 containers shall be caulked during assembly. Doors shall be caulked on the matching face prior to closing at residence and not by caulking on the outside after closure. Doors will match and fit properly. All GOCs and contractor-furnished containers will be free of defects (holes, loose or broken framing, missing skids, caulking repairs, separated plywood, etc.). All repairs will be done prior to delivery to residence.

5.7.3 Overflow and Oversize Items. Containers for overflow and outsize items such as rugs and sofas, shall be constructed in accordance with PPP-B-601 and caulked during assembly.

5.7.4 Containers for articles such as large pieces of marble or glass table tops that require more protection than the standard packing techniques shall be constructed in accordance with MIL-C-52950. These containers shall be used for interior packing purposes.

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"BLUEBARK" shall be stenciled in 1-inch letters with the code word BLUEBARK above the GBL number.

5.7.8.4.1 As a minimum , the property owner's last name shall be legibly hand written or stenciled on all containers prior to departure from the origin residence, warehouse, or other pickup point. Shipments shall be stenciled with complete shipping information correctly stenciled on the container prior to departure for onward movement.

5.7.8.4.2 Stenciling. Stenciling of DPM HHG (Figure BE-5) shall be completed within two (2) working days and be as follows:

BLUEBARK (if applicable)

GBL: Government Bill of Lading Number (if applicable)

TCN: Transportation Control Number (if applicable)

RDD: Required Delivery Date (Julian Date, example: 123)

FROM: PPSO - Name of Shipping Installation (include GBLOC)

TO: Responsible PPSO (include GBLOC) (c/o Destination contractor name and address)

FOR: Member's Last Name, First Name, MI, Rank/Grade, Branch of Service, and SSN

HHG: Household Goods

GROSS:

TARE:

NET:

CU :

___ of ___ Pieces (Number and Total Number of Pieces)

CODE OF SERVICE:DPM

TP NO: Transportation Priority Number (if applicable)

THRU (POE):As applicable

THRU (POD):As applicable

5.7.8.4.3 Military Shipment Label. When the container size or configuration cannot be stenciled, the contractor shall prepare and permanently affix (not stapled) to the container the appropriate Military Shipment Label, DD Form 1387 (Figure BE-6).

5.7.9 Containers must be dry and clean prior to stuffing. Containers moving by flatbed equipment in local pickup or delivery service shall be covered with a waterproof tarpaulin or other material providing equal protection, when local weather conditions dictate. The waterproof tarpaulin shall cover the cargo on the top and sides down to the vehicle bed and all surfaces over the overhang. Protective covering shall be available on the vehicle when laden with property subject to this contract.

5.7.9.1 When the contractor moves containers via flatbed type vehicle, the containers shall be loaded in an upright position and shall not protrude beyond the rear edge of the vehicle bed surface more than twelve (12) inches (no protrusion for the sides and front). In all cases of rear overhang, the container must be resting on the weight bearing surface of the skid.

5.7.9.2 Overflow Containers. Overflow containers (Item 0003 of Schedule I) shall be limited to use for those items that accumulate over and above that which can be packed into a PPP-B-580 or MTMC 55-12 container. The construction of an overflow container shall be in accordance with PPP-B-601. The overflow container normally is of lesser size than a PPP-B-580 or MTMC Pam 55-12 and must be limited to one per shipment.

5.7.9.3 Oversize Containers. Oversize containers (Item 0003 of Schedule I) shall be limited to use for a single item which exceeds the dimensions of and cannot be accommodated in a PPP-B-580 or MTMC Pam 55-12 container and therefore requires a specially built container. One or more of this type may be required per shipment. These containers shall be constructed in accordance with PPP-B-601 and the exterior container dimensions furnished to the ordering officer.

5.7.9.4 Other Shipments. Containers constructed for other shipments (Item 0003 of Schedule I) shall be constructed in accordance with PPP-B-601 and caulked during assembly. Other shipments are defined as small shipments which require a lesser size box (container) than specified in Fed Spec PPP-B-580 or MTMC Pam 55-12.

5.7.10 The contractor shall report, store and when directed by the ordering officer reposition Government-owned household goods containers. When repositioning is ordered, the contractor shall load on vehicles.

5.7.10.1 The outbound contractor, when directed by the ordering officer, shall pick up and store empty Government-owned containers from other local carrier or Government facilities within the contract area of performance. When the contract is awarded to different contractors, storage of the Government-owned containers is the responsibility of the outbound contractor unless otherwise directed by the ordering officer. The storage of containers contemplated under this

contract means, as a minimum, that containers, if not stored within a building, shall be stored under cover (protected from precipitation, ground water or other moisture).

5.7.10.2 Serviceable/Unserviceable Containers. The contractor shall not commingle serviceable or unserviceable containers. After inspection by the ordering officer, these two categories of containers shall be segregated. The inspection and disposition schedule shall be mutually agreed upon by the ordering officer and contractor. Upon completion of the inspection process the Government inspector will mark, by spraying, with red paint all containers identified as unserviceable. The marking shall consist of the word "CONDEMNED" stenciled in one inch letters and an "X" placed on one side, one end, and one interior panel of each container. Unserviceable containers shall be disposed of at no cost to the Government.

5.7.10.3 The new outbound contractor shall pick up the serviceable empty Government-owned containers from the previous contractor(s) not later than 30 calendar days after commencement of the contract.

5.7.10.4 Government-Owned Container (GOC) Report. The contractor shall submit a GOC report (a local form or for Air Force Installations, AF Form 384). The report shall be submitted to the ordering officer fifteen (15) days after the contract start date and thereafter on the first workday of each month. The contractor shall keep an accurate, up to date count of all GOCs.

5.7.11 Unaccompanied Baggage Containers. Unaccompanied baggage containers shall meet the following specifications:

5.7.11.1 Domestic Shipments. Commercial Standard ASTM-D 5168, Standard Practice for Fabrication and Closure of Triple Wall Corrugated Fiberboard Containers or Commercial Standard A-A-2876, Boxes, Shipping, Corrugated Fiberboard, High Strength Weather-resistant, Double Wall (Style RSC or OSC).

5.7.11.2 Overseas Shipments. Federal Specification PPP-B-601, Boxes Wood, Cleated Plywood - Style A or Commercial Standard A-A 2876, Boxes, Shipping, Corrugated Fiberboard, High Strength, Weather-Resistant, Double Wall (Style RSC, OSC, HSC and DBLC), or Federal Specification PPP-B-580, Boxes, Wood, Household Goods.

5.7.12 Normally, unaccompanied baggage shipments will be limited to a gross of 15 cubic feet and 300 pounds. Larger shipments of unaccompanied baggage may be placed into tri-wall fiberboard containers up to a gross of 70 cubic feet. The contractor shall secured these containers on wooden pallets for handling with a forklift. This applies to domestic and overseas shipments unless larger containers are approved by the ordering officer. Telescoping of exterior shipping containers shall not be authorized.

5.7.13 Sealing and banding of fiberboard shipping containers shall be as follows:

5.7.13.1 The contractor shall seal fiberboard shipping containers at the owner's residence by sealing all seams and joints with pressure sensitive tape. The tape shall be a minimum of 6 inches over each seam or joint edge.

5.7.13.1.1 Fiberboard shipping containers of 15 cubic feet or more shall have 2 (two) additional strips of tape, one on each side half overlapping the first tape, so that the seam when taped, is a minimum width of 4 (four) inches. When completed, the middle seam where the flaps come together and the edges of the flaps shall all be similarly taped.

5.7.13.1.2 The contractor shall band fiberboard shipping containers either at owner's residence or contractor's facility with flat steel banding or nonmetal banding which conforms to commercial standards. The banding shall be tensioned to effect an adequate closure without damaging the fiberboard.

5.7.13.1.3 Fiberboard containers in excess of 15 cubic feet shall be banded both vertically and horizontally. One band shall be placed vertically at each end of each side encircling the top, sides and bottom and one band placed horizontally encircling the ends and sides.

5.7.13.1.4 Trunks and Footlockers. Trunks and footlockers may contain a properly packed quantity of household goods that is reasonable for the construction and condition of the container (see paragraph 5.4.3). All trunks and footlockers, when used as an exterior shipment container, shall be covered girthwise with double-faced corrugated fiberboard and strapped with steel strappings. Two straps shall encircle the top, bottom, and sides of the item and one strap around the sides and ends.

5.7.14 Marking and Tagging of Unaccompanied Baggage. All surfaces of containers to be marked shall be clean and entirely free of oil or grease. Any marks not applicable to the shipment shall be obliterated with paint prior to arrival at residence or pick up point. All marking shall be clear and legible. Lettering shall be of equal height and proportional to the available space on the container. The address markings (Figure BE-7) shall be the most conspicuous marking on the container and as large as available space permits. As a minimum, the property owner's last name should be legibly hand written or stenciled on all containers prior to departure from the origin residence, warehouse, or other pickup point. Shipments shall be stenciled with complete shipping information on all containers prior to departure for onward movement.

5.7.14.1 Marking shall be placed on two surfaces of each container. Markings on barracks bags, duffle bags, and similar articles shall be placed on one surface.

5.7.14.2 Marking of exterior containers shall be accomplished by stenciling. When the container size or configuration will not accommodate stenciling, the appropriate DD Form 1387 label (Figure BE-8) shall be used.

5.7.14.3 Marking of unaccompanied baggage shall be completed within two (2) working days and be as follows:

BLUEBARK (if applicable)

GBL: Government Bill of Lading Number (if applicable)

TCN: Transportation Control Number (if applicable)

RDD: Required Delivery Date (Julian Date, example: 123)

FROM: PPSO - Name of Shipping Installation (include GBLOC)

TO: Responsible PPSO (include GBLOC) (C/O Destination contractor name and address)

FOR: Member's Last Name, First Name, MI, Rank/Grade, Branch of Service. and SSN

UB: Unaccompanied Baggage

GROSS:

TARE:

NET:

CU:

_____ of _____ Pieces (Number and Total Number of Pieces)

CODE OF SERVICE:DPM

TP NO: Transportation Priority Number (if applicable)

THRU (POE):As applicable

THRU (POD):As applicable

5.7.15 Vehicles.

5.7.15.1 Vehicles used for pickup and delivery shall be either closed moving van or a flatbed type vehicle for hauling containers. Vans shall be clean and free from holes or conditions which would permit the entry of water. Doors when closed shall fit tightly and securely. Equipment within the van shall be in good repair. Furniture pads shall be clean, in good condition, and in sufficient quantity. The vehicle shall be free of obvious defects to wheels, brakes, hitches, safety devices and leaks in systems containing liquids or air. Vehicles in violation shall be rejected and replaced with a satisfactory vehicle prior to completion of services.

5.7.15.2 Flatbed or Open-Type Vehicles. When flatbed or open-type vehicles are used to transport containerized personal property, a weatherproof tarpaulin of sufficient size to fully cover the cargo reaching to the floor of the vehicle on all sides shall be used when local weather conditions dictate. Such protective covering shall be available on the vehicle when laden with property subject to this contract.

5.8 Storage.

5.8.1 Vehicles shall not be used for the storage of shipments. Pickup and drayage includes placing the goods within the facility on the pickup date specified in the order; however, at the latest, the shipment shall be placed in the facility no later than the day following pickup.

5.8.1.1 All personal property shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids maintaining a minimum of two inches of clearance from the floor to the undermost portion of the personal property. In addition, the property shall not be stored in contact with exterior walls. Height of household goods stacked loose shall not exceed 10 feet. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets, and similar items are excluded from this requirement.

5.8.1.2 Shipping Containers. The contents of containerized shipments shall not be removed from containers when placed in storage. Loaded containers shall be stored in an upright position on the weight bearing surface of the skid. Shipment shall not be decontainerized prior to delivery to residence unless ordered by the ordering officer.

5.8.1.3 Identification. All outbound shipments shall be properly identified by the member's name, GBL number, and call or lot number. Such identification shall be in plain view on each lot.

5.8.1.4 Rugs and Carpets. Rugs and carpets shall be fully covered and stored on racks in a horizontal position without folding.

5.8.1.5 Upholstered and overstuffed furniture items stored loose on racks shall be placed in an upright (normal) position and covered and protected against dust. No boxes, cartons, or other items shall be placed upon this type furniture. When items are placed in individual room storage or when containers are used for warehouse storage, they shall have protection, padding, blocking, and bracing to preclude damage from any pressure against the upholstery including pressure from its own weight as well as from conditions external to the container.

5.8.1.6 All articles having surfaces susceptible to damage by scratching, marring, and similar hazards shall be covered with appropriate padding and stored in such a manner to afford protection.

5.8.2 Storage Charges. Storage charges for outbound household goods and unaccompanied baggage shipments shall not commence earlier than the sixth (6th) workday following date of ordering officer's receipt of contractor's notification of completion of containerization service.

Storage charges shall apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

5.8.3 Storage charges for inbound household goods and unaccompanied baggage shipments shall not commence earlier than the sixth (6th) workday following date of contractor's notification to the ordering officer of arrival of shipment. Storage charges shall apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

5.8.4 When the contractor cannot release a shipment from storage or deliver a shipment on the date requested by the ordering officer, the storage charges shall cease on the requested date instead of the actual date of release.

5.8.5 The ordering officer may authorize storage up to 360 days in 90 day increments. Storage beyond the authorized period may be authorized by higher headquarters of the military service concerned. The ordering officer will notify the contractor of the expiration date of storage at Government expense. The contractor shall collect costs from the military members for all storage above that which is authorized by the ordering officer.

5.8.6 Facilities. The minimum standard for qualification of a contractor's warehouse is that it must either have (1) an acceptable automatic sprinkler system or (2) a supervised fire detection and reporting system. Installed fire protection systems must be accredited by the cognizant fire insurance rating organization for insurance rate credit. Additionally, the facility will be protected by an adequate water supply for fire fighting and a fire department which is responsive 24 hours a day. Statements for the cognizant fire insurance rating organization, municipal fire department, or local authority, having jurisdiction, will be used as a basis for determining the sufficiency or adequacy of a fire fighting water supply and the responsiveness of a fire department to protect a facility. Upon receipt of award, the contractor shall furnish to the contracting officer evidence of the kinds and minimum amounts of insurance covering work to be performed. The contractor shall maintain at least the minimum insurance coverage required as specified in FAR 28.307.2 throughout the contract period for the following policies: (1) Workmen's Compensation Insurance \$; (2) Comprehensive General Liability Insurance \$ _ , and Automobile Liability Insurance \$. Each policy shall contain an endorsement that cancellation or material change in the policy shall not be effective until after a 30-day written notice is furnished to the contracting officer.

5.8.6.1 The contractor shall perform good warehouse keeping practices. The warehouse shall not show evidence of insect and rodent infestation and a periodic program shall be established, either self administered or provided by a reputable outside firm, for the control and extermination of insects and rodents. The warehouse shall afford adequate protection from pilferage and theft. There shall be suitable provisions for the collection and disposal of packing materials, crates, and other similar trash; dust and dirt shall not be prevalent; working supplies shall be properly located; and equipment shall be maintained in a good condition. The outside area shall be maintained in compliance with National Fire Protection Association (NFPA) standards or in accordance with local fire and building codes. Trash and other debris shall be kept at least 20 feet

from the warehouse. The contractor shall maintain a locator record for all outbound and inbound shipments within the warehouse.

5.8.7 Inspection of Contractor's Facility. The contractor's facility will be initially inspected, if applicable, and approved by a representative from the contracting office or PPSO for compliance with this contract and the standards and regulations stated or referenced therein. Thereafter, inspections will be on a quarterly basis or, if deemed necessary, on a more frequent basis. If a facility is found to be unsatisfactory, it may be declared ineligible to receive further orders under the contract.

5.9 Delivery, Unpacking, Unloading, and Loss and Damage Reports.

5.9.1. The following information shall be furnished the ordering officer on each individual shipment: Name and rank of the property owner, GBL number, number of pieces, size and type of containers, weight and name of carrier. When markings on the containers or documents indicate the shipment is for a deceased member (BLUEBARK), this information shall also be provided. The above information shall be obtained from the freight bill, copy of the GBL (when furnished by carrier), container markings, or documents attached to the containers.

5.9.2 Unloading and unpacking, upon delivery to the residence, shall include the one-time laying of rugs, assembling of disassembled furniture, deservicing of appliances, and the one-time placement of furniture and like items in the appropriate room of the dwelling or a room designated by the property owner. The contractor shall not be required to move items after once placed as designated. Third party services as set forth in paragraph 5.6.1.4 shall be performed when authorized. Unless specifically waived by the owner, in writing, unpacking services shall be performed. The contractor shall have the owner certify and sign on the inventory or delivery document that unpacking was or was not performed. The contractor shall have all tools for reassembling on hand. The contractor shall at all times protect the shipment from the elements (rain, snow, sun, etc.) and theft.

5.9.2.1 Unpacking Service. Unpacking service shall consist of unpacking, on a one-time basis, all barrels, boxes, cartons, and crates. The contents shall be placed in a room designated by the property owner. This includes placement of articles in cabinets, cupboards, or on shelving in the kitchen when convenient and consistent with safety of the article(s) and proximity of the area desired by the owner, but does not include arranging the article(s) in a manner desired by the owner. Removing from the owner's premises all empty containers, packing material, and other debris shall be performed at the time the goods are delivered to the residence unless specifically waived in writing by the owner. The waiver shall be held in the contractor's files for further reference.

5.9.3 Recording Damage or Loss. When unloading or unpacking articles at the destination residence, the contractor shall, in coordination with the owner, check the inventory prepared at origin and inspect each article for loss or damage. The contractor shall record damage and loss on a DD Form 1840, Joint Statement of Loss or Damage at Delivery (Figure BE-9). The DD Form 1840 shall indicate any difference in count and condition from that shown on the inventory

prepared at origin and shall be jointly signed by the contractor and the owner. For split shipments or partial deliveries, a DD Form 1840 will be completed whenever property is delivered to member.

5.9.3.1 The DD Form 1840 shall be prepared in five (5) copies by the contractor. The contractor shall furnish the member three (3) copies of the completed form and obtain a receipt; therefore, on the space provided on the form and provide the member three (3) copies of the DD Form 1840R, Notice of Loss or Damage (Figure BE-10). The contractor shall furnish the contracting officer representative a completed copy of the form within seven (7) workdays after delivery. One copy of the form will be held in the contractor's files for further reference.

5.9.4 Claims. The contractor shall make prompt settlement directly to the member or the Government on any claims for loss or damage for which there is liability under the provisions of this contract. Beginning with receipt of the claim the contractor shall inform the originator of the claim, in writing, at the expiration of each succeeding 30-day period until resolution of the claim, of the status of the claim and the reasons for delay in making final disposition thereof. The contractor shall furnish the quality assurance or quality control office/division of the PPSO serviced under this contract an information copy of all claims correspondence or related documents within 10 days of the receipt or dispatch by the contractor, as applicable. The contractor shall also furnish the contracting officer a monthly list of all claims which have not been resolved within the preceding 120-day period. The list of claims shall identify the claimant, the claimant's address, the delivery order number, the date the claim was received, the amount of the claim, and the reason why the claim has not been resolved. The proper and timely resolution of claims is of the essence to this contract. The contracting officer representative shall retain the correspondence in the contractor's quality assurance file for evaluation and reference purposes until one year after contract expires. The Government reserves the right to consider any and all claims, paid or unpaid, by the contractor, under the Disputes Clause of the contract.

5.10 Documentation and Reports.

5.10.1 Contractor-furnished documents and forms prepared by the contractor and Government-furnished documents and forms partially completed by the contractor shall be accurate and legible.

5.10.2 GBLs and similar documents covering outbound shipments shall be picked up from the ordering officer by the contractor each workday or obtained in accordance with locally established procedures such as mail or courier.

5.10.2.1 On outbound shipments, the contractor shall complete by typing information on the original GBL, SF 1203 and all copies, as follows and distributed per paragraph 5.10.2.4.

- a. Block 26 (Packages). Enter the number and kind of containers, such as 1 F/L, 2 CTNS, etc.

b. Block 27 (Description of Shipment). Enter the aggregate weight and cube of the total number of each different type of container shown in block 26.

c. Block 28 (Weight). Enter the gross, tare, and net weight.

5.10.2.2 On outbound overseas shipments, the contractor shall complete by typing information on the original Transportation Control and Movement Document (TCMD), DD Form 1384 (Figure BE-11) and all copies, as follows and distributed per paragraph 5.10.2.5:

a. Block 22 (Pieces). Enter the total number of pieces in the shipment.

b. Block 23 (Weight). Enter the gross, tare and net weight.

c. Block 24 (Cube). Enter the total cube of the shipment.

5.10.2.3 Carrier Pickup of Shipments. Within one (1) workday after the property is ready for shipment, the contractor will contact the assigned carrier, as indicated on the GBL, to arrange for pickup. When shipments are not picked up by the assigned carrier by close of business of the next workday following the day the contractor notified the carrier, the contractor shall notify the contracting officer representative of the carrier's failure to pickup the shipment not later than 9 a.m. of the following workday.

5.10.2.4 On all outbound shipments moving by GBL the contractor shall surrender the original GBL to the carrier when shipment is picked up and return 3 legible copies of the GBL to the contracting officer representative not later than COB the next workday after the day the shipment is picked up. All copies of GBL returned to the ordering officer shall bear a legible pickup date and signature of the carrier's representative. For outbound shipments, the contractor shall furnish the contracting officer representative the completed inventory, packing list and weight tickets not later than four (4) workdays from date of pickup for household goods and three (3) workdays from date of pickup for unaccompanied baggage shipments.

5.10.2.5 Transportation Control Movement Document (TCMD). One (1) completed copy of the TCMD shall be placed in the waterproof envelope on the number one (1) container and three (3) copies will be given to the carrier. Return one (1) annotated copy to the contracting officer representative.

5.10.3 For outbound shipments requiring drayage to an air or water terminal within the contract area of performance, the contractor will deliver the shipment to the designated terminal within five (5) working days of request by the ordering officer for unaccompanied baggage or six (6) working days of request by the ordering officer for household goods. For shipments drayed to a terminal, the delivery receipt or after transfer document shall be returned to the ordering officer not later than the next workday following delivery.

5.10.4 For inbound shipments the contractor shall furnish the ordering officer the written receiving notice not later than the next workday following the arrival of the shipment, see paragraph 5.9.1.

5.10.4.1 When a reweigh is ordered, the contractor shall furnish the ordering officer weight tickets in duplicate within seven (7) workdays of completion of the service.

5.10.4.2 For local drayage shipments the contractor shall furnish the ordering officer completed weight tickets and inventory not later than seven (7) workdays after delivery.

5.10.4.3 When the weighing of a shipment at origin is witnessed by the PPSO or weighed on a Government scale, the back of all copies of the weight ticket will be annotated with the statement "weight observed" or "weighed on Government scale," and verified by the signature of the PPSO. The number 7 copy of the GBL (property received copy) will be similarly annotated prior to mailing to the destination PPSO. The PPSO will not reweigh shipments that are so monitored at origin unless:

- a. Service is requested by the member.
- b. The member is near to or has exceeded the maximum weight allowance entitlement.
- c. Doubt exists as to the accuracy of the original weight.

5.10.5 When the contractor's facility is located in a town, city, or metropolitan area other than the location of the PPSO, telephone notification of completed containerization or arrival of shipments shall be considered as meeting the requirements for written notification. However, the contractor shall mail the applicable written notification to the ordering officer within one (1) workday following the day of telephone notification.

5.10.6 Contractor's Weekly Report. See Contract Data Requirements List (CDRL) (Figure BE-13) and Data Item Description (Figure BE-14), Number 0009.

5.10.7 Government-Owned Container (GOC) Report. See CDRL and Data Item Description, Number 0005.

5.10.8 Joint Statement of Loss and Damage at Delivery (DD Form 1840). See CDRL and Data Item Description, Number 0006.

5.10.9 Claims Correspondence. See CDRL and Data Item Description, Number 0007.

5.10.10 Report of Shipments on-Hand. See CDRL and Data Item Description, Number 0010.

5.10.11 Outsize Air Cargo Report. See CDRL and Data Item Description, Number 0011.

5.10.12 For abbreviations used in the CDRL and Data Item Description, see Figure BE-14.

5.11 Figures. The following pages contain the figures referenced in this part.

<u>Figure</u>	<u>Description</u>
BE-1	Household Goods (HHGs) Descriptive Inventory.
BE-2	Packing List of Household Goods.
BE-3	Location of Permanent Markings on PPP-B-580 Wood HHGs Box.
BE-4	Location of Permanent Markings on MIL-STD-1489 HHGs Box.
BE-5	Container Marking for HHGs Shipments.
BE-6	Military Shipping Label for HHGs (DD Form 1387).
BE-7	Marking of Unaccompanied Baggage (UB).
BE-8	Military Shipping Label for UB (DD Form 1387).
BE-9	Joint Statement of Loss and damage at Delivery (DD Form 1840).
BE-10	Notice of Loss or Damage (DD Form 1840).
BE-11	Transportation Control and Movement Document (TCMD) (DD Form 1384).
BE-12	Technical Exhibit 1 (Abbreviations)
BE-13	Contract Data Requirements List (CDRL)
BE-14	Data Item Description

6. APPLICABLE SPECIFICATIONS AND REGULATIONS

Applicable publications are listed herein. The publications have been coded as mandatory or advisory. The contractor is obligated to follow those coded as mandatory. The contractor shall be guided by those publications coded "advisory" to the extent necessary to accomplish requirements in the Performance Work Statement. Copies of Government publications may be obtained by submitting a written request to:

Defense Automated Printing Service
700 Robbins Avenue
Building 4, Section D
Philadelphia, PA 19111-5904
Facsimile: DSN 442-1462 or (215) 697-1462
Telephone Number: DSN 442-2179 or (215) 697-2179
Internet: WWW.DODSSP.DAPS.MIL

Copies of commercial standards may be obtained by submitting a written request to:

Amercian Society of Testing and Materials
100 Barr Harbor Drive
West Conshohocken, PA 19428-2959
Telephone Number: (610) 832-9585
Facsimile: (610) 832-9555

The request must contain the title of the specification, its number, and date. Supplements or amendments to these mandatory publications may be issued during the life of the contract and shall be in full force and effect as soon as possible but not later than 30 days after receipt by the contractor. Changes in the contract price due to publication supplements and amendments may be considered under the Changes clause.

<u>Specification</u>	<u>Date</u>	<u>Title</u>	<u>Mandatory</u>	<u>Advisory</u>
PPP-B-580D	15 May 80	Boxes, Wood, Household Goods	X	
PPP-B-601H	22 May 89	Boxes, Wood, Cleated-Plywood	X	
ASTM-D 5168	25 Oct 94	Standard Practice for Fabrication and Closure of Triple Wall Corrugated Fiberboard Container	X	
A-A-2876	27 Sep 94	Boxes, Shipping, Corrugated Fiberboard, High Strength, Weather-resistant, Double-wall	X	
MIL-C-52950A	20 Mar 91	Crates, Wood, Open and Covered	X	
PPP-C-1797A	1 Sep 82	Cushioning Material, Resistant low density, Unicellular Poly- propylene Foam		X
ASTM-D 3953-91	25 Jan 91	Standard Specification for Strapping, Flat Steel and Seals		X
DOD 4500.34R	Oct 91	Personal Property Traffic Management Regulation	X	
MTMC PAM 55-12	14 Dec 98	Commercial Containers for Department of Defense Household Goods Shipments		X

NOTE: All publications marked as Mandatory will be maintained at contractor's facilities.

NO. OF PAGES

DESTINATION				VAN NUMBER			
DESCRIPTIVE SYMBOLS CP - Packed By Carrier PCO - Packed By Owner PB - Professional Boxes CO - Owner Carrier Disassembled PE - Professional Equipment B&W - Black & White B&C - Black & Color MCU - Mechanical Condition Unknown				EXCEPTION SYMBOLS DE - Bent BR - Broken BU - Burned CR - Cracked CU - Crushed CC - Contents and Condition Unknown D - Dented F - Faded G - Gouged L - Loose M - Matted MI - Mildew MO - Moisture P - Punctured R - Rubbed RU - Rusted S - Scratched SH - Short SO - Soiled ST - Stained T - Torn W - Badly Worn Z - Cracked			
				LOCATION SYMBOLS 1. Arm 2. Bottom 3. Corner 4. Front 5. Left 6. Left Hand 7. Near 8. Right 9. Corner 10. Top 11. Veneer 12. Edge 13. Center 14. Seat 15. Side 16. Inside 17. Door 18. Shell 19. Backrest			

[illegible]

REMARKS/EXCEPTIONS

"I HAVE CHECKED ALL THE ITEMS LISTED AND NUMBERED ON THIS PAGE INCLUSIVE AND ACKNOWLEDGE THAT THIS IS A TRUE AND COMPLETE LIST OF THE GOODS TENDERED AND OF THE STATE OF THE GOODS RECEIVED."

WE CHECKED ALL THE ITEMS LISTED AND NUMBERED ON THIS PAGE INCLUSIVE AND ACKNOWLEDGE THAT THIS IS A TRUE AND COMPLETE LIST OF THE GOODS TENDERED AND OF THE STATE OF THE GOODS RECEIVED					
AT ORIGIN	LOADING HAULER NAME & NUMBER (Signature)	DATE	AT DESTINATION	DELIVERING HAULER NAME & NUMBER (Signature)	DATE
	OWNER OR AUTHORIZED AGENT (Signature)	DATE		OWNER OR AUTHORIZED AGENT (Signature)	DATE

PACKING LIST OF HOUSEHOLD GOODS

Page 1 of

SHIPPING ACTIVITY	OWNER (Name)	(Rank or rate)
PACKED BY	LOT NO.	DATE
CONSIGNED TO (Name and complete address)		

METHOD OF SHIPMENT

☐ Rail (LCL)
 ☐ Air Freight
 ☐ Motor Freight
 ☐ Water
 Other _____ (Specify)

Container No.	*Type of Container	Contents	Inv No.	Wt. (Lbs.)	Location of Condition	Cubic feet

*ABBREVIATIONS

FOR TYPE OF CONTAINER:

EXCEPTION SYMBOLS

LOCATION SYMBOLS

NW - Nailed Wood	BR - Broken	F - Faded	R - Rubbed	B - Bottom	RT - Right
FB - Fiber Board	BU - Burned	G - Gouged	SC - Scratched	C - Corner	S - Side
OC - Open Crate	CH - Chipped	GC - Good Condition	SO - Soiled	F - Front	TOP - Top
BRL - Barrel	CU - Contents and	L - Loose	T - Torn	LEF - Left	LG - Leg
HGCC - Household Goods	Conditions Unknown	M - Marred	Z - Cracked	RE - Rear	V - Veneer
Consolidated Crate	D - Dented	NW - Normal Wear	OR - Owner's Risk		

Packing List of Household Goods

Figure BE-2. Packing List of Household Goods

LOCATION OF PERMANENT MARKINGS ON PPP-B-580 WOOD HOUSEHOLD GOODS BOX

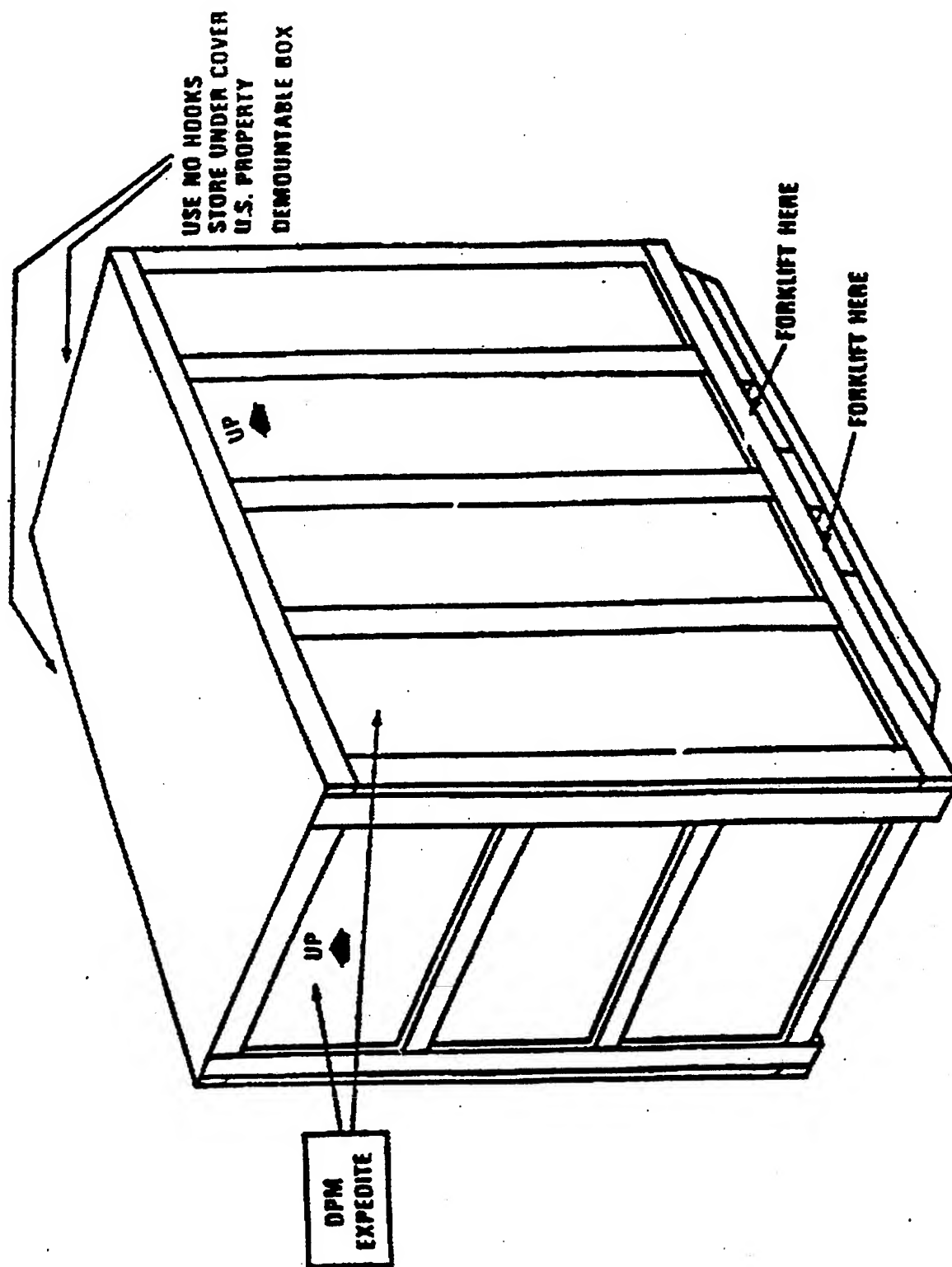


Figure BE-3. Location of Permanent Markings on PPP-B-580

LOCATION OF PERMANENT MARKINGS ON MIL-STD-1489 HOUSEHOLD GOODS BOX

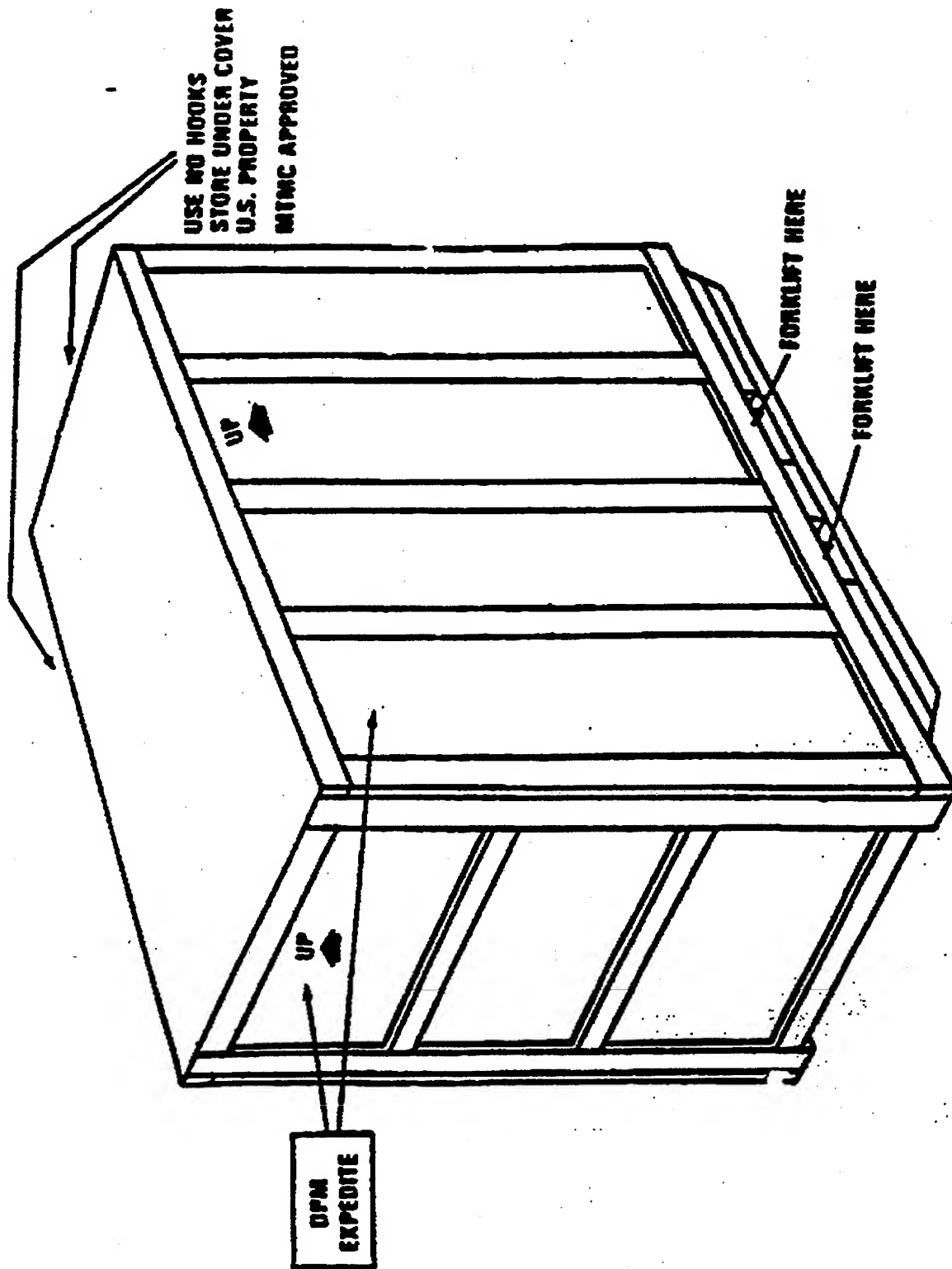


Figure BE-4. Location of Permanent Markings on MIL-STD 1489

CONTAINER MARKING FOR HOUSEHOLD GOODS

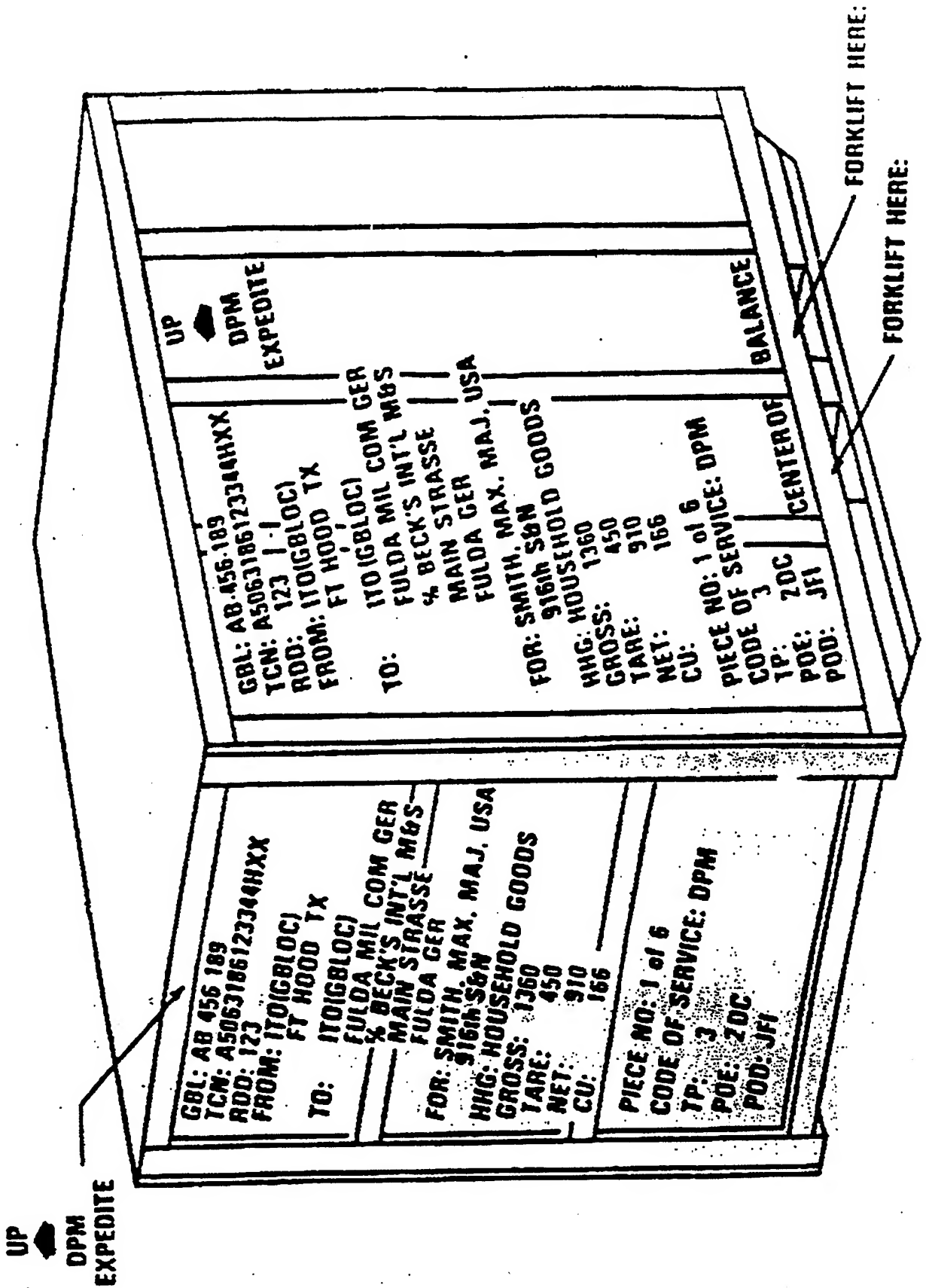


Figure BE-5. Container Marking For Household Goods

MILITARY SHIPMENT LABEL		Form Approved. OMB No. 0704-	
1. TRANSPORTATION CONTROL NUMBER A5063186123344HXX		2. POSTAGE DATA	
3. FROM ITO- (GBLOC) Ft HOOD TX		4. TYPE SERVICE DPM	
5. SHIP TO/POE POE- 2DC		6. TRANS PRIORITY 3	
7. POD POD- JF1		8. PROJECT	
9. ULTIMATE CONSIGNEE OR MARK ITO - (GBLOC) FULDA MIL COM GER %BECK'S INT'L M&S MAIN Strasse, FULDA, GER FOR: SMITH, MAX, MAJ, USA 123 45 6789, 916th S&N	10. WT (This piece) Gross 1360	11. RDD 123	
	12. CUBE (This piece) 166	13. CHARGES	
	14. DATE SHIPPED	15. FMS CASE NUMBER	
	16. PIECE NUMBER 1		
	17. TOTAL PIECES 6		

DD FORM 1387, NOV 86

Previous editions are obsolete.

Figure BE-6. Sample of Military Shipment Label for Household Goods

MARKING OF UNACCOMPANIED BAGGAGE

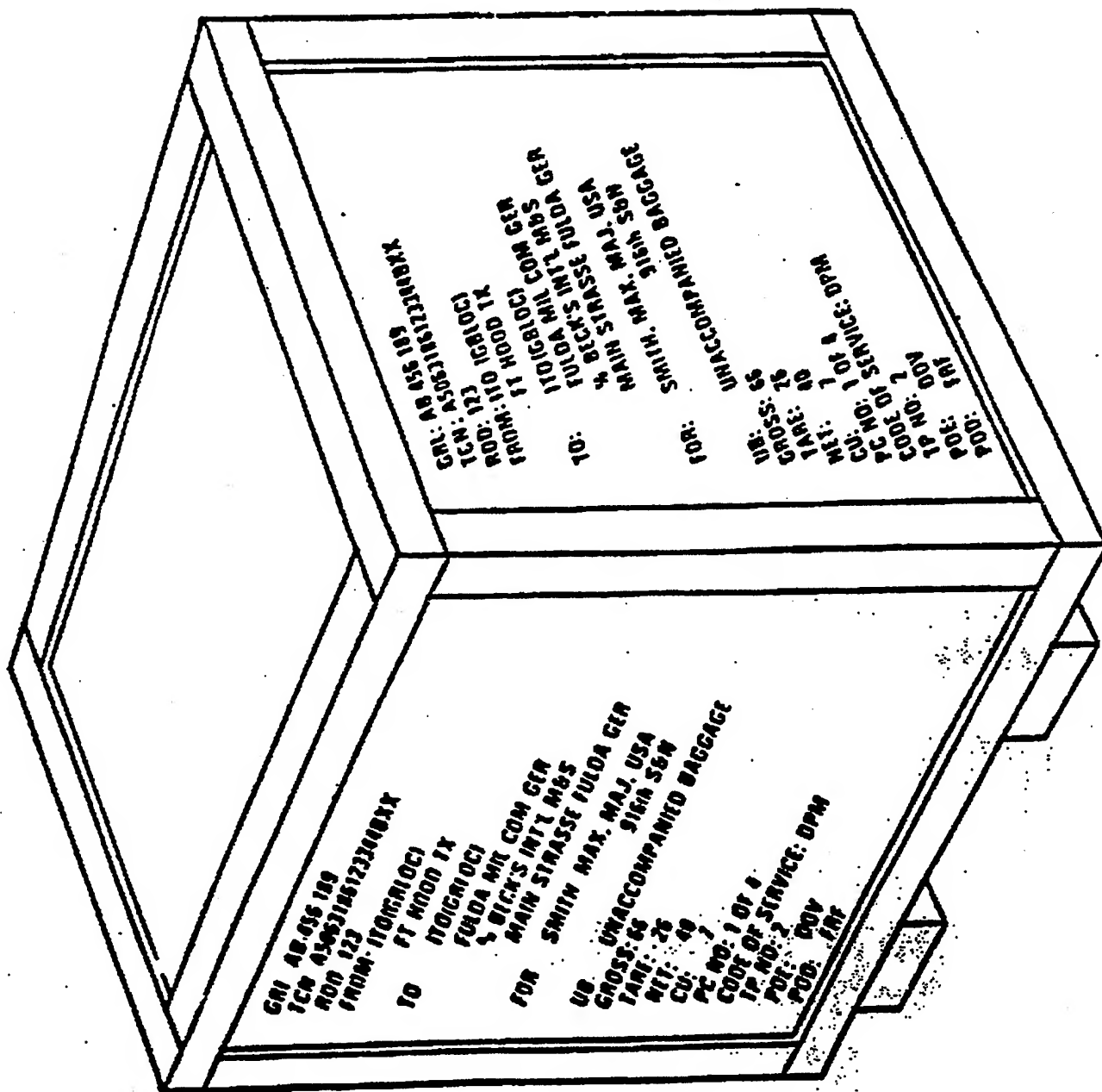


Figure BE-7. Marking of Unaccompanied Baggage (DPM)

MARKING OF UNACCOMPANIED BAGGAGE SHIPMENTS (CODE J)

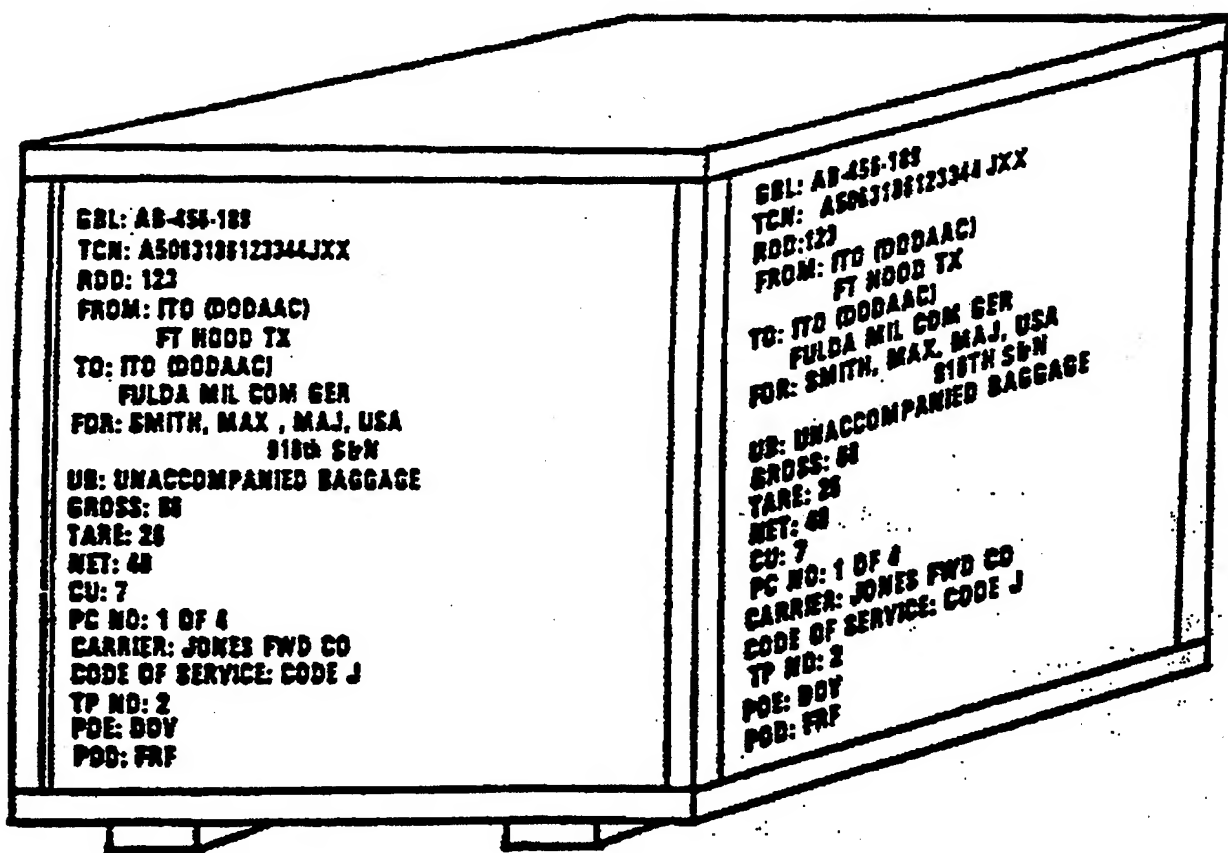


Figure BE-7.1. Marking of Unaccompanied Baggage Shipment (Code J)

MILITARY SHIPMENT LABEL		Form Approved. OMB No. 0704-	
1. TRANSPORTATION CONTROL NUMBER A5063186123344BX		2. POSTAGE DATA	
3. FROM ITO- Ft HOOD		4. TYPE SERVICE DPM	
5. SHIP TO/POE APOE-		6. TRANS PRIORITY 2	
7. POD POD-		8. PROJECT	
9. ULTIMATE CONSIGNEE OR MARK ITO- FULDA MIL COM %BECK'S INT'L MAIN Strasse, FULDA, FOR: SMITH, MAX, MAJ 916th	10. WT (This piece) Gross 166	11. RDD 123	
	12. CUBE (This piece) 14	13. CHARGES	
	14. DATE SHIPPED	15. FMS CASE NUMBER	
	16. PIECE NUMBER 1		
	17. TOTAL PIECES 4		

DD FORM 1387, NOV 86

Previous editions are obsolete.

Figure BE-8. Sample of Military Shipment Label for Unaccompanied Baggage (DD Form 1387)

JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY

Privacy Act Statement

AUTHORITY: The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 31 U.S.C. 3721 et seq., 31 U.S.C. 3711 et seq., and EO 9397, November 1943 (SSN).

PRINCIPLE PURPOSE(S): The information requested is to be used in evaluating claims.

ROUTINE USE(S): The information requested is used in the settlement of claims for loss, damage or destruction of personal property and recovery from liable third parties.

DISCLOSURE: Voluntary; however, failure to supply the requested information or to execute the form may delay or otherwise hinder the payment of your claim.

GENERAL INSTRUCTIONS: The carrier's/contractor's representative will complete and sign DD Form 1840 and obtain the signature of the member or member's agent. The member or member's agent will not, under any circumstances, sign a blank or partially completed DD Form 1840. Three completed copies of DD Form 1840 and blank DD Forms 1840R will be provided the member or member's agent by the carrier's/contractor's representative for each shipment. If no loss or damage is involved, write "NONE" in description column.

SECTION A - GENERAL (To be completed by carrier/contractor)

1. NAME OF OWNER (Last, First, Middle Initial)		2. SOCIAL SECURITY NO.	3. RANK OR GRADE	4. NET WT OF SHIPMENT
5. ORIGIN OF SHIPMENT (City and State/Country)		6. DESTINATION OF SHIPMENT (City and State/Country)		
7. PPGBL/ORDER NUMBER	8. PICKUP DATE		9. NAME AND ADDRESS OF CARRIER/CONTRACTOR	
10. CODE OF SERVICE	11. SCAC	12. CARRIER/CONTR REF. NO.		

SECTION B - RECORD OF LOSS OR DAMAGE (To be completed jointly by member and carrier's/contractor's representative)

13. Notice is hereby given to the carrier/contractor to whom this statement is surrendered that the shipment was received in condition as shown below and the claim, if any, will be made for such loss or damage as indicated subject to further inspection and notification to the claims office within 70 days by DD Form 1840R found on the reverse side hereof. **THE VALUE INDICATED IN BLOCK 14c IS TO BE USED FOR QUALITY CONTROL ONLY.**

a. Inv. No.	b. Name of item	c. Description of loss or damage (If missing, so indicate)

14. ACKNOWLEDGMENT BY MEMBER OR AGENT (X and complete as applicable and sign below) a. I received my property in apparently good condition except as indicated above. A continuation sheet <input type="checkbox"/> was <input type="checkbox"/> was not used. b. Unpacking and removal of packing material, boxes, cartons, and other debris <input type="checkbox"/> is <input type="checkbox"/> is not waived. c. I estimate the amount of my loss and/or damage at \$ d. I have received three copies of this form. I understand that I have 70 days to list any further loss and/or damages on the back of this form and give this to the nearest claims office, and that failure to do so may result in my being paid a smaller amount on a claim. e. Telephone Number f. Date Signed g. Signature		15. ACKNOWLEDGMENT BY CARRIER'S/CONTRACTOR'S REPRESENTATIVE (X and complete as applicable and sign below) a. Property was delivered in apparently good condition except as otherwise noted above. b. I will initiate tracer action for missing items. c. Name of delivering carrier/agent/contractor d. Storage in transit? <input type="checkbox"/> Yes <input type="checkbox"/> No e. Signature f. Date Signed	
---	--	--	--

NOTICE OF LOSS OR DAMAGE

INSTRUCTIONS TO MEMBER: You have up to 70 days to inspect your property and note all loss or damage. Should you find any loss or damage not reported on DD Form 1840 at the time of delivery, complete Section A below. Use only ball-point pen or typewriter. **THE COMPLETED FORM MUST BE DELIVERED TO YOUR LOCAL CLAIMS OFFICE NOT LATER THAN 70 DAYS FROM DATE OF DELIVERY. FAILURE TO DO SO MAY RESULT IN A REDUCTION OF THE AMOUNT PAYABLE ON YOUR CLAIM.** Keep a copy of this form for your records, receipted and dated by the claims office. If more than one page is needed, please number the pages.

SECTION A - (To be completed by member)

1. **STATEMENT OF PROPERTY LOSS OR DAMAGE:** You are hereby notified of the loss or damage in the following shipment of personal property.

1. STATEMENT OF PROPERTY LOSS OR DAMAGE TO OUR MEMBERS		
a. Name of Member (Last, First, Middle Initial)	b. PPGBL/Order Number	c. Date of Delivery
d. Origin of Shipment (City and State/Country)	e. Destination of Shipment (City and State/Country)	

f. You are further notified that property owner intends to present a claim for this loss and/or damage. You are hereby extended an opportunity to inspect the property.

2. LIST OF PROPERTY LOSS / DAMAGE (NOTE: Tracer action is requested for items listed as missing)

[illegible]

SECTION B - (To be completed by claims office)

(NOTE: Mail original to home office of carrier/contractor listed in item 9 on DD Form 1840)

3. TO (Home Office of Carrier/Contractor)

3. 10 (Home Office or Carrier/Contractor)	
a. Name and Address (Street Address, City, State, and ZIP Code)	b. Date of Dispatch

4. YOUR REPRESENTATIVE MAY CONTACT THIS CLAIMS OFFICE FOR ASSISTANCE

4. YOUR REPRESENTATIVE MAY CONTACT THIS CLAIMS OFFICE FOR ASSISTANCE					
a. Name and Address of Claims Officer	b. Signature				
	<table border="1"> <tr> <td>c. Date Signed</td> <td>d. Telephone Number</td> </tr> <tr> <td></td> <td></td> </tr> </table>	c. Date Signed	d. Telephone Number		
c. Date Signed	d. Telephone Number				

TECHNICAL EXHIBIT 1

REQUIRED REPORTS

Figure BE-13, Contract Data Requirements List (DD Form 1423), provides the required data. Figure BE-14, Data Item Description (DD Form 1664), provides the required format. The following are the abbreviations used and their meanings:

ASREQ	-	As Required
CO	-	Contracting Officer
DAC	-	Day after contract start
EAS	-	Each shipment
DS	-	Destination
PPSO	-	Personal Property Shipping Office
MTHLY	-	Monthly
N/A	-	Not applicable
ONE/R	-	One time with revisions
QTRLY	-	Quarterly
WKLY	-	Weekly

FIGURE BE-12. Technical Exhibit 1

CONTRACT DATA REQUIREMENTS LIST										Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.											
A. CONTRACT LINE ITEM NO.			B. EXHIBIT A			C. CATEGORY: TDP TM OTHER					
D. SYSTEM/ITEM				E. CONTRACT/PR NO.				F. CONTRACTOR			
1. DATA ITEM NO. 0001		2. TITLE OF DATA ITEM Contractor's Quality Control Program					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) 0001				5. CONTRACT REFERENCE Part 1, Para 1.3				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY One/R		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES Draft Final Reg Repro			
16. REMARKS Basic version submitted at preaward survey conference. Updated version submitted on contract start date. Schedule I, II, and III.								15. TOTAL →			
1. DATA ITEM NO. 0002		2. TITLE OF DATA ITEM Weight Tickets					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) 0002				5. CONTRACT REFERENCE Part 5, Para 5.2.13 and 5.2.13.1				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY EAS		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES Draft Final Reg Repro			
16. REMARKS Weight tickets not required on inbound shipments unless reweigh is ordered. Schedule I, II, and III.								15. TOTAL →			
1. DATA ITEM NO. 0003		2. TITLE OF DATA ITEM Household Goods Descriptive Inventory					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) 0003				5. CONTRACT REFERENCE Part 5, Para 5.5., Figure 1				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY EAS		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES Draft Final Reg Repro			
16. REMARKS Inventories not required on inbound shipments. Schedule I and III.								15. TOTAL →			
1. DATA ITEM NO. 0004		2. TITLE OF DATA ITEM Exception Sheet					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) 0004				5. CONTRACT REFERENCE Part 5, Para 5.5.1.8				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY See 16		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE see 16		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES Draft Final Reg Repro			
16. REMARKS Exception sheets are made on shipments from NTS when contractor's representative & storage contractor's representative disagree on condition of goods. Maintained in contractor's file and made available to claims office.								15. TOTAL →			
G. PREPARED BY				H. DATE		I. APPROVED BY				J. DATE	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED

17. PRICE GROUP
18. ESTIMATED

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY: TDP TM OTHER	
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR	
1. DATA ITEM NO. 0005	2. TITLE OF DATA ITEM Report of Government Owned Containers			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) 0005		5. CONTRACT REFERENCE Part 5, Para 5.7.10		6. REQUIRING OFFICE COR	
7. DD 250 REQ DS	9. DIST STATEMENT REQUIRED	10. FREQUENCY See 16	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE See 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS Initial report due 15 days after contract start date. Subsequent reports are due first workday of each month. Schedule I and III.				15. TOTAL →	
1. DATA ITEM NO. 0006	2. TITLE OF DATA ITEM Joint Statement of Loss & Damage at Delivery			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) 0006		5. CONTRACT REFERENCE Part 5, Para 5.9.3 and Para 5.9.3.1		6. REQUIRING OFFICE COR	
7. DD 250 REQ DS	9. DIST STATEMENT REQUIRED	10. FREQUENCY See 16	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE See 16	13. DATE OF SUBSEQUENT	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS DD Form 1840. Schedule I and III.				15. TOTAL →	
1. DATA ITEM NO. 0007	2. TITLE OF DATA ITEM Claims Correspondence			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) 0007		5. CONTRACT REFERENCE Part 5, Para 5.9.4		6. REQUIRING OFFICE COR	
7. DD 250 REQ DS	9. DIST STATEMENT REQUIRED	10. FREQUENCY See 16	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS Each time any correspondence regarding a claim is received from anyone other than the local ITO, the contractor must furnish the ITO an information copy. Schedule I, II and III				15. TOTAL →	
1. DATA ITEM NO. 0008	2. TITLE OF DATA ITEM Government Bill of Lading			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) 0008		5. CONTRACT REFERENCE Part 5, Para 5.10.6		6. REQUIRING OFFICE COR	
7. DD 250 REQ DS	9. DIST STATEMENT REQUIRED	10. FREQUENCY See 16	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS Original and copies 2,3, and 4 are given to the carrier. Copies 5, 6 and 7 to the ITO and copy 8 maintained by the contractor.				15. TOTAL →	
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE

17. PRICE GROUP

18. ESTIMATED
TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED

17. PRICE GROUP

18. ESTIMATED

17. PRICE GROUP

18. ESTIMATED

CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY: TDP TM OTHER	
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR	
1. DATA ITEM NO. 0009	2. TITLE OF DATA ITEM Contractor's Weekly report			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) 0009		5. CONTRACT REFERENCE Part 5, Para 5.10.6		6. REQUIRING OFFICE COR	
7. DD 250 REQ DS	9. DIST STATEMENT REQUIRED	10. FREQUENCY WKLY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE See 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Reg Repro
16. REMARKS Block 11 - Day of submission Block 12 - First Monday after contract start date Schedule I				15. TOTAL →	
1. DATA ITEM NO. 0010	2. TITLE OF DATA ITEM Report of Shipments on Hand			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) 0010		5. CONTRACT REFERENCE Part 5, Para 5.10.9		6. REQUIRING OFFICE COR	
7. DD 250 REQ DS	9. DIST STATEMENT REQUIRED	10. FREQUENCY See 16	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE See 16	13. DATE OF SUBSEQUENT	a. ADDRESSEE	b. COPIES Draft Final Reg Reg Repro
16. REMARKS Schedule II.				15. TOTAL →	
1. DATA ITEM NO. 0011	2. TITLE OF DATA ITEM Outsized Cargo Report			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) 0011		5. CONTRACT REFERENCE Part 5, Para 5.10.9		6. REQUIRING OFFICE COR	
7. DD 250 REQ DS	9. DIST STATEMENT REQUIRED	10. FREQUENCY See 16	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE See 16	13. DATE OF SUBSEQUENT	a. ADDRESSEE	b. COPIES Draft Final Reg Reg Repro
16. REMARKS Schedule I				15. TOTAL →	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT	a. ADDRESSEE	b. COPIES Draft Final Reg Reg Repro
16. REMARKS				15. TOTAL →	
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED

17. PRICE GROUP
18. ESTIMATED

17. PRICE GROUP
18. ESTIMATED

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.				
1. TITLE CONTRACTOR'S QUALITY CONTROL PROGRAM		2. IDENTIFICATION NUMBER 0001		
3. DESCRIPTION/PURPOSE The contractor shall provide a quality control program which includes an inspection system for services listed in the required services chart (RSC), specifying the areas to be inspected, when and by whom. It must also identify questionable services before performance becomes unsatisfactory. It shall describe the method used in recording the quality control inspection results and disposition of these inspection records.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP The quality control program indicates procedures are available to provide quality performance to the government. Schedules I, II and III.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS Basic version outlining a general approach shall be available at the preaward survey conference. Updated version must be submitted by the contract start date. The quality control plan must contain, as a minimum: 1. Areas to be inspected 2. Inspection schedule 3. Names and titles of individuals performing inspections				
11. DISTRIBUTION STATEMENT Contracting Officer				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>				
1. TITLE <div style="text-align: center; font-size: 1.2em;">WEIGHT TICKETS</div>		2. IDENTIFICATION NUMBER <div style="text-align: center; font-size: 1.2em;">0002</div>		
3. DESCRIPTION/PURPOSE Weight tickets, properly certified, in accordance with ICC, state, Commonwealth, or District regulations are required to support billings for payment.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Verification of weight of shipments. Weight tickets are not required on inbound shipments unless a reweigh is ordered. Schedules I, II and III.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Weight tickets shall be certified and prepared in duplicate and shall contain the following: <ol style="list-style-type: none"> 1. Name and address of the weighing station 2. Date of weighing 3. Contractor's name 4. Van or trailer number 5. Name of property owner 6. Signature of weighmaster 7. Order number 				
11. DISTRIBUTION STATEMENT <div style="text-align: center; font-size: 1.2em;">ITO</div>				

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE HOUSEHOLD GOODS DESCRIPTIVE INVENTORY		2. IDENTIFICATION NUMBER 0003	
3. DESCRIPTION/PURPOSE To provide an accurate, legible inventory of shipment contents. Identify quantities, cartons, conditions of articles and other information concerning the items shipped. (Part 5, Figure BE-1)			
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP Listing of articles shipped. Schedules I and III.			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS			
11. DISTRIBUTION STATEMENT Schedule I: ITO - Original; Owner - 1 Copy; Contractor - 1 Copy Shipment: 1 Copy attached to number one container; 1 Copy placed inside number one container Schedule III: ITO - Original; Owner - 1 Copy; Contractor - 1 Copy			

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>				
1. TITLE <div style="text-align: center;">EXCEPTION SHEETS</div>		2. IDENTIFICATION NUMBER <div style="text-align: center;">0004</div>		
3. DESCRIPTION/PURPOSE <div style="text-align: center;">To record a difference in the condition of items being removed from nontemporary storage.</div>				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP <div style="text-align: center;">Used in settlement of claims.</div> <div style="text-align: center;">Schedules I and II.</div>				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS <div style="text-align: center;">Prepare only when different conditions are noted from the nontemporary storage inventory. When contractor's representative and storage contractor's representative differ, enter both opinions, separately identifying source. Both parties shall sign and date the exception sheet. The exception sheets are maintained in the contractor's files. A copy will be furnished in the claims office, upon request.</div>				
11. DISTRIBUTION STATEMENT <div style="text-align: center;">As required</div>				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
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1. TITLE		2. IDENTIFICATION NUMBER		
REPORT OF GOVERNMENT-OWNED CONTAINERS		0005		
3. DESCRIPTION/PURPOSE				
Report how many government-owned containers are available at the contractor's facility.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP				
To determine accountability and location of government-owned containers.				
Schedules I and II.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS				
Report is submitted to the ITO fifteen days after the contract start date and the first workday of each month thereafter. The report will reflect the following information but not limited to:				
<ol style="list-style-type: none"> 1. Number received during reporting period with member's name for each container. 2. Number of containers disposed of during the period of report (showing specific disposition). 3. Total number of containers on hand as of the end of the reporting period to include: <ol style="list-style-type: none"> 4. a. Number of serviceable containers, by type 5. b. Number of unserviceable containers, by type 				
NOTE: Initial report of containers received from previous contractor need not show member's name.				
For Air Force installations AF Form 384, Government-Owned Container Control Report, should be used. The ITO will furnish the form for the contractor's use.				
11. DISTRIBUTION STATEMENT				
ITO				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
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1. TITLE JOINT STATEMENT OF LOSS AND DAMAGE AT DELIVERY (DD FORM 1840)		2. IDENTIFICATION NUMBER 0006		
3. DESCRIPTION/PURPOSE To record loss and/or damage at the time of delivery to the member. (Part 5, Fig BE-9)				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Used as proof of delivery and as supporting documentation for a claim. Schedules II and III.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Schedule II and III: A DD Form 1840 will be prepared to indicate the loss and/or damage revealed during unloading/unpacking. The contractor and owner must jointly sign the form upon completion. If available, the owner's copy of the inventory prepared at origin or the copy from the number one container shall be used to check count and condition.				
11. DISTRIBUTION STATEMENT Property Owner – 3 Copies Ordering Officer – 1 Copy Contractor – 1 Copy				

DD FORM 1664, AUG 96 (EG)

PREVIOUS EDITION MAY BE USED.

Page ____ of ____ Pages
Designed using Perform Pro, WHS/DIOR, Aug 96

Figure BE-14. Data Item Description (DD Form 1664 (Cont))

BE-60

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<small>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</small>				
1. TITLE CLAIMS CORRESPONDENCE		2. IDENTIFICATION NUMBER 0007		
3. DESCRIPTION/PURPOSE A copy of any correspondence concerning a claim, that is received by the contractor from anyone other than the local ITO.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Informs the PPSO of a pending claim. Schedules I, II and III.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS At the time a claim is received by the contractor, the contractor records the date of receipt on the claim and furnishes a copy of all correspondence regarding the claim to the PPSO within ten workdays.				
11. DISTRIBUTION STATEMENT ITO				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
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1. TITLE GOVERNMENT BILL OF LADING (SF FORM 1203)		2. IDENTIFICATION NUMBER 0008		
3. DESCRIPTION/PURPOSE A document issued by the government to procure transportation and related shipment services.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Used for linehaul freight movement of personal property. Schedule I.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS The following information will be typed by the contractor in the blocks as indicated below: 1. Block 26 – Enter the number and kind of containers, such as 1 F/L, 2 CINS, etc. 2. Block 2 – Enter the aggregate weight and cube of the total number of each different type of container shown in Block 26. 3. Block 28 – Enter the total gross weight of the shipment and when available, total tare and net weight.				
11. DISTRIBUTION STATEMENT Contractor surrenders the original and copies 2, 3 and 4 to the carrier. Contractor returns copies 5, 6 and 7, signed by the carrier, to the ITO.				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>				
1. TITLE <div style="text-align: center;">CONTRACTOR'S WEEKLY REPORT</div>		2. IDENTIFICATION NUMBER <div style="text-align: center;">0009</div>		
3. DESCRIPTION/PURPOSE <div style="text-align: center;">Report advises the ITO of outbound shipments on hand which were picked up prior to the previous Wednesday.</div>				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP <div style="text-align: center;"> <p>Report is prepared each Monday or next working day if Monday is a holiday.</p> <p>Negative reports are required.</p> <p>Schedule I</p> </div>				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS <div style="text-align: center;"> <p>Report must contain:</p> <ol style="list-style-type: none"> 1. Member's name, rank and SSN 2. Number of days on hand 3. Order number </div>				
11. DISTRIBUTION STATEMENT <div style="text-align: center;"> <p>Original to ITO</p> <p>Copy maintained by contractor</p> </div>				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.				
1. TITLE REPORT OF SHIPMENTS ON HAND		2. IDENTIFICATION NUMBER 0010		
3. DESCRIPTION/PURPOSE Report of all inbound shipments at the contractor's facility. The "as of" date is determined by the ITO. This is a complete inventory.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Provides the ITO a listing of shipments in storage and/or waiting to be delivered. Negative reports are required. Schedule II				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Report must contain: <ol style="list-style-type: none"> 1. Member's name, rank and SSN 2. Date of receipt 3. Pieces, weight and cube 4. Order number 				
11. DISTRIBUTION STATEMENT One copy forwarded to ITO One copy maintained by contractor				

Figure BE-14. Data Item Description (DD Form 1664 (Cont))
 BE-64

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<small>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</small>				
1. TITLE OUTSIZE AIR CARGO REPORT		2. IDENTIFICATION NUMBER 0011		
3. DESCRIPTION/PURPOSE Provides the PPSO the dimensions of outsize air cargo containers for shipments entering the military airlift system.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Report is prepared on an as required basis. Schedule I				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS Prepared only on shipments entering the military airlift system that have any containers with an outside measurement greater than 72 inches in any dimension.				
11. DISTRIBUTION STATEMENT One copy forwarded to PPSO One copy maintained by contractor				

ESTIMATED QUANTITIES

The quantities shown by area of performance for each item in this Solicitation are the Government's estimates of requirements which may be ordered during the period of the contract.

The Government's estimated maximum daily requirements, excluding Saturday, Sunday; National, State, and local holidays are listed below by area of performance within each schedule. Bidders must complete the "Bidder's Guaranteed Daily Capability", which must equal or exceed the Government's minimum acceptable daily capability, for all items within an area of performance for which they submit bids. Failure to do so will render the bid non responsive.

	Government's Est Maximum Daily Requirement	Government's Minimum Acceptable Daily Capability	Bidder's Guaranteed Daily Capability
OUTBOUND (Schedule I) Area	NCWT	NCWT	NCWT
INBOUND (Schedule II) Area	NCWT	NCWT	NCWT
INTRA-CITY AREA (Schedule III) Area	NCWT	NCWT	NCWT

(Repeat for each area listed)

SCHEDULE I

OUTBOUND SERVICES

Item 0001. Complete Service - Outbound (HHGs). Services shall include premove survey, servicing of appliances, disassembly of furniture, if required, packaging, inventorying, tagging, wrapping, padding, packing and bracing of household goods in Government-owned and furnished shipping containers (Shipping Container FED SPEC PPP-B-580, MTMC Pam. 55-12) at owner's residence, or at contractor's facility when ordered by the contracting officer, properly securing and sealing for shipment, weighing, obliterating old markings, marking, strapping, and drayage of the container within an area of performance. Service shall also include loading of shipments on line-haul carrier's equipment at the contractor's facility. When containers will not accommodate all articles of any one lot, loose articles shall be packed in the said containers before any over-packed articles are placed therein. Overflow, oversize and other shipments shall be paid for under Item 0003.

Area.....

Est				
Annual	Unit			
Qty	Unit	Price	Total	
AA. At owners residence:	_____	NCWT	_____	_____
Container, FED SPEC				
PPP-B-580, or MTMC				
Pam. 55-12				
AB. At contractors Facility:	_____	NCWT	_____	_____
Container, FED SPEC				
PPP-B-580, or MTMC				
Pam. 55-12				

(Repeat AA and AB above for additional areas as needed.)

Item 0002. Outbound (HHGs From Nontemporary Storage). Service shall be the same as Item 0001 above except that: (i) household goods shall be picked up at a nontemporary storage facility and transported to contractor's facility; or (ii) household goods shall be delivered to contractor's facility; and (iii) premove survey, servicing of appliances, preliminary packing and accessorial services shall not be provided. Overflow articles requiring containerization will be paid for under Item 0003.

Area.....

Est				
Annual	Unit			
Qty	Unit Price	Total		
AA. Pickup by contractor: _____	NCWT	_____	_____	
Container, FED SPEC				
PPP-B-580, or MTMC				
Pam. 55-12				
AB. Delivered to contractor: _____	NCWT	_____	_____	
Container, FED SPEC				
PPP-B-580, or				
MTMC Pam. 55-12				

(Repeat AA and AB above for additional areas as needed.)

Item 0003. Complete Service-Outbound (HHGs-Overflow Articles and HHGs Shipments requiring other than PPP-B-580 or MTMC Pam. 55-12 Containers). Service shall be the same as Item 0001 or Item 0002 except that the loose articles are drayed to contractor's facility when ordered by the contracting officer for containerization in Government-furnished or contractor-furnished containers.

Area.....

Est				
Annual	Unit			
Qty	Unit Price	Total		
AA. Government-Furnished Containers:				
(1) Overseas Pack:				
a. Overflow Articles _____	NCWT	_____	_____	
b. Oversize Articles _____	NCWT	_____	_____	
c. Other Shipments _____	NCWT	_____	_____	

(2) Domestic Pack:

a. Overflow Articles	_____	NCWT	_____	_____
b. Oversize Articles	_____	NCWT	_____	_____
c. Other Shipments	_____	NCWT	_____	_____

AB. Contractor-Furnished
Containers:

(1) Overseas Pack:

a. Overflow Articles	_____	NCWT	_____	_____
b. Oversize Articles	_____	NCWT	_____	_____
c. Other Shipments	_____	NCWT	_____	_____

(2) Domestic Pack:

a. Overflow Articles	_____	NCWT	_____	_____
b. Oversize Articles	_____	NCWT	_____	_____
c. Other Shipments	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Overflow, other shipments and oversize containers shall be constructed in accordance with FED SPEC PPP-B-601, Style A or B. Each container shall be caulked during assembly. Overflow boxes and other shipments shall be limited to one per shipment. Other shipments are small household goods shipments which normally require a lesser size box than specified in FED-SPEC PPP-B-580 or MTMC Pam 55-12. Overflow containers are of a lesser size than specified in FED-SPEC

PPP-B-580 or MTMC Pam 55-12 and oversized containers are always of a greater size than specified in FED SPEC PPP-B-580 or MTMC Pam 55-12. One or more of these containers may be required per shipment. Price bid for Item 0003 includes container plus weight of its contents.

Item 0004. Complete Service - Outbound (Unaccompanied Baggage). Service includes packaging, inventorying, packing in Government approved containers, weighing, strapping, obliteration of old markings, marking, and loading shipments on the line-haul carriers equipment. Service shall be performed at owner's residence. (Service may be performed at contractor's facility when ordered by the Ordering Officer.)

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	

AA. Government-Furnished

Containers

(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

AB. Contractor-Furnished

Containers:

(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Item 0005. Complete Service - Outbound (Unaccompanied Baggage from Nontemporary Storage). Service shall be the same as Item 0004 except that (i) unaccompanied baggage shall be picked up at a nontemporary storage facility and transported to contractor's facility; or (ii) unaccompanied baggage shall be delivered to contractor's facility; and (iii) servicing of appliances, preliminary packing and accessorial services shall not be provided.

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	

AA. Government-Furnished

Containers:

(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

AB. Contractor-Furnished

Containers:

(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB for additional areas as needed)

Item 0006. Outbound Service - Unaccompanied Baggage Packed by Owner. Service shall include weighing, strapping, banding, obliterating old markings, and marking. Service may include (when necessary) containerization in outer shipping containers as ordered by the contracting officer.

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	

AA. Containerization Not

Required:

(1) Drayage Included	___	GCWT	___	___
(2) Drayage Not Included	___	GCWT	___	___

AB. Containerization Required:

(1) Drayage Included	___	NCWT	___	___
(2) Drayage Not Included	___	NCWT	___	___

(Repeat AA and AB above for additional areas as needed.)

Item 0007. Outbound Service - Unaccompanied Baggage Packed By Owner - Consolidated Shipments/Government Facility. Service shall be the same as Item 0006 above except that service shall include two or more shipments picked up from a Government office, warehouse or facility.

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	

AA. Containerization Not

Required: (Drayage Included)	___	GCWT	___	___
------------------------------	-----	------	-----	-----

AB. Containerization Required:

(Drayage Included)	___	NCWT	___	___
--------------------	-----	------	-----	-----

(Repeat AA and AB above for additional areas as needed.)

Item 0008. Expensive and Valuable Items. Service shall include inventorying each item, packing in Government-approved, contractor-furnished container(s), marking, banding and cubing at owner's residence. Drayage, if required, will be ordered by the contracting officer. If drayage is required, weighing shall be done on properly certified scales and a certified weight ticket shall be furnished. If drayage is not required, weighing shall be done at owner's residence on portable or bathroom scales. In jurisdictions where local law prohibits the certification of portable scales, a weight certificate will not be required. However, upon the written authority of the contracting officer, the contractor may apply a constructive weight of 11 pounds per gross cubic foot of the container.

Area.....

Est				
Annual	Unit			
Qty	Unit Price	Total		
AA. Drayage Included	_____	NCWT	_____	_____
AB. Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB above for additional area as needed.)

Item 0009. Storage. Storage of containerized articles shall be furnished when ordered by the contracting officer. Charges shall not commence earlier than the sixth (6th) workday following date of transportation officer's receipt of notification of completion of containerization service. Storage charges apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	
_____	NCWT	_____	_____
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0010. Containers. Service shall consist of the furnishing of the following types of new containers or specially constructed wooden crates. Containers furnished or specially constructed are to be assembled and ready for loading.

Area.....

Est	Annual	Unit	Unit Price	Total
Qty				
AA. Container (FED SPEC PPP-B-580)	_____	ea	_____	_____
AB. Container (MTMC Pam 55-12)	_____	ea	_____	_____
AC. Crate (MIL-C-52950)	_____	cu ft	_____	_____
or fraction		thereof		

(Repeat for additional areas as needed.)

When a specific container from the MTMC Pam. 55-12 is ordered the order will indicate the appropriate MTMC approval number.

Item 0011. Remarking, Coopering and Assembly/Disassembly Service.

AA. Remarking of Shipments for Reconsignment. Service shall consist of obliteration of all old markings, stenciling of necessary information on loaded shipping containers scheduled for reconsignment and loading on the hauling carrier's vehicle.

Area.....

Est	Annual	Unit	Unit Price	Total
Qty				
_____		ea	_____	_____

(Repeat for additional areas as needed.)

AB. Coopering. Service shall consist of repair of containers not to exceed 30 of total area of shipping container or cost of repairs will not exceed 50% of the container replacement cost. Minor repair, such as replacement of bolts, nails and bands shall be accomplished at no expense to the Government.

Area.....

Est			
Annual	Unit		
Qty	Unit Price		Total
_____	ea	_____	_____

(Repeat for additional areas as needed.)

AC. Assembly/Disassembly of Government-Owned Containers. Contractor will assemble Government-owned containers. Component parts will be furnished by the Government. Contractor will disassemble Government-owned containers. Component parts will be put into a cloth bag and attached to the container. Knocked down container sections will be banded.

Est			
Annual	Unit		
Qty	Unit Price		Total
AA. Assembly	_____	each	_____
AB. Disassembly	_____	each	_____

(Repeat for additional areas as needed).

Item 0012. Drayage Beyond the Contract Area of Performance. Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed _____ miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of pickup to the outer boundary of the contract area of performance.

Area.....

Est			
Annual	Unit		
Qty	Unit Price		Total
AA. Household goods	_____	per	_____
loaded			
mile			
AB. Unaccompanied baggage	_____	per	_____

Item 0013. Attempted Pickup. When the initial attempt to pickup a shipment at the owner's residence is unsuccessful, charges apply provided the Contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted pickup at the residence.

Area.....

	Est				
	Annual	Unit			
	Qty	Unit Price	Total		
AA. Household Goods	_____	_____		ea shpmt	_____
AB. Unaccompanied Baggage	_____	_____		ea shpmt	_____

(Repeat for additional areas as needed.)

NOTE: All Above Items are included in the evaluation of bids.

Item 0014. Additional Services. The contractor shall provide additional services not included in the schedule, but required for satisfactory completion of the services ordered under this contract, at a rate comparable to the rate for like services as contained in tenders on file with the ICC, state regulatory bodies, or MTMC, in effect at the time of the order.

RECAPITULATION SCHEDULE I

Schedule Total - Area \$.....

(Repeat for each area listed.)

SCHEDULE II

INBOUND SERVICES

Item 0015. Complete Service - Inbound (HHGs). Service shall include drayage from contractor's facility to storage warehouses, air and surface transportation terminals, military installation shipping offices and ocean or river terminals/piers and return, unloading from the delivering carrier's vehicle, handling into contractor's facility, drayage to owner's residence, decontainerization and unpacking of loaded containers of household goods and placing goods in appropriate rooms as directed by owner, unservicing appliances, assembly of any disassembled articles and removing shipping containers, barrels, boxes/crates and debris from owner's residence and drayage of empty containers to contractor's or Government facility.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	
—	NCWT	—	—

(Repeat for additional areas as needed.)

Item 0016. Complete Service - Inbound (HHGs). Service shall be same as Item 0015 above except that drayage of shipment to residence is not required.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	
—	NCWT	—	—

(Repeat for additional areas as needed.)

Item 0017. Complete Service Inbound (HHGs). Service shall be the same as Item 0015 above except removal of items from outer container will be at the contractor's facility and articles will be drayed to owner's residence.

Area

Est	Annual	Unit	
Qty	Unit	Price	Total

NCWT			
------	--	--	--

(Repeat for additional areas as needed.)

Item 0018. Inbound Service - Contractor Facility (HHGs). Services shall include drayage from storage warehouses, air and surface transportation terminals, military installation shipping offices, and ocean or river terminals/piers to contractor's facility, unloading from the delivering carrier's vehicle into the contractor's facility and delivery of articles to property owner, motor van carrier, or NTS contractor at the contractor's facility.

Area.....

Est	Annual	Unit	
Qty	Unit	Price	Total

NCWT			
------	--	--	--

(Repeat for additional areas as needed.)

Item 0019. Complete Service - Expensive and Valuable Items. Services shall include drayage from the storage warehouses, air and surface transportation terminals, military installation shipping offices, and ocean or river terminals/piers to contractor's facility, unloading from the delivering carrier's vehicle, handling into contractor's facility, decontainerization and unpacking of containers at owner's residence, and removal of shipping containers and debris from the residence.

Area

Est	Annual	Unit	
Qty	Unit	Price	Total

AA. Drayage Included		NCWT		
AB. Drayage Not Included		NCWT		

(Repeat for additional areas as needed.)

Item 0020. Complete Service - Inbound (Unaccompanied Baggage). Service shall include drayage from contractor's facility to storage warehouses, air and surface transportation terminals, military installation shipping offices and ocean or river terminals/piers and return, unloading from the delivering carrier's vehicle, handling into contractor's facility, drayage of unaccompanied baggage containers to owner's residence, unpacking of containers, reassembly of articles and removal of all shipping containers and debris from the residence.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	

___	NCWT	___	___
-----	------	-----	-----

(Repeat for additional areas as needed.)

Item 0021. Complete Service - Inbound (Unaccompanied Baggage). Service shall be same as Item 0020 except that drayage to residence is not required.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	

___	NCWT	___	___
-----	------	-----	-----

(Repeat for additional areas as needed.)

Item 0022. Inbound Service - Contractor Facility (Unaccompanied Baggage). Service shall be the same as Item 0020 above except service shall also include removal of unaccompanied baggage from outer shipping containers for pickup by the owner or release to a motor carrier or other contractor at the contractor's facility.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	

___	NCWT	___	___
-----	------	-----	-----

(Repeat for additional areas as needed.)

Item 0023. Storage. Storage of containerized articles shall be furnished when ordered. Charges under this item shall not commence earlier than the sixth (6th) workday following date of contractor's notification to the transportation officer of arrival of shipment. Storage charges apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	

_____	NCWT	_____	_____
-------	------	-------	-------

(Repeat for additional areas as needed.)

Item 0024. Remarking, Coopering and Assembly/Disassembly Service.

AA. Remarking of Shipments for Reconsignment. Services shall include drayage from storage warehouses, air and surface transportation terminals, military installation shipping offices, and ocean or river terminals/piers to contractor's facility, unloading from the delivering carrier's vehicle, handling into contractor's facility, obliteration of all old markings, stenciling of necessary information on loaded shipping containers schedule for reconsignment loading on the hauling carrier's vehicle.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	

_____	ea piece	_____	_____
-------	----------	-------	-------

(Repeat for additional areas as needed.)

AB. Coopering. Service shall consist of repair of containers not to exceed 30% of total area of shipping container or costs of repairs will not exceed 50% of the container replacement cost. Minor repair, such as replacement of bolts, renailing and rebanding shall be accomplished at no expense to the Government.

Area.....

Est	-		
Annual	Unit		
Qty	Unit Price	Total	
_____	ea piece	_____	_____

(Repeat for additional areas as needed.)

AC. Assembly/Disassembly of Government-Owned Containers. Contractor will assemble Government-owned containers. Component parts will be furnished by the Government. Contractor will disassemble Government-owned containers. Component parts will be put into a cloth bag and attached to the container. Knocked down container sections will be banded.

Est			
Annual	Unit		
Qty	Unit Price	Total	
AA. Assembly _____	each	_____	_____
AB. Disassembly _____	each	_____	_____

(Repeat for additional areas as needed.)

Item 0025. Attempted Delivery. When the initial attempt to deliver a shipment at the owner's residence is unsuccessful, charges apply provided the contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted delivery at the residence.

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	
AA. Household Goods _____	ea shpmt	_____	_____
AB. Unaccompanied Baggage _____	ea shpmt	_____	_____

(Repeat for additional areas as needed.)

Item 0026. Reweighing. Service shall consist of weighing the loaded containers prior to delivery and weighing the empty containers after delivery.

Area.....

Est				
Annual	Unit			
Qty	Unit Price	Total		
AA. Household Goods	_____	ea shpmt	_____	_____
AB. Unaccompanied Baggage	_____	ea shpmt	_____	_____

(Repeat for additional areas as needed).

Item 0027. Drayage Beyond the Contract Area of Performance. Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed _____ miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of departure from the outer boundary of the contract area of performance to the destination point.

Area.....

Est				
Annual	Unit			
Qty	Unit Price	Total		
AA. Household goods	_____	per	_____	_____
loaded				
mile				
AB. Unaccompanied baggage	_____	per	_____	_____
loaded				
mile				

(Repeat for additional areas as needed.)

Item 0028. Partial Withdrawal. Service shall be the same as Items 0015, 0016, 0020, or 0021 above, except a partial removal of the items from the outer container will be performed at the contractor's facility. Articles not removed from the shipment will remain at the contractor's facility.

Est			
Annual	Unit		
Qty	Unit Price	Total	

AA. Household Goods

(1) Drayage included _____ NCWT _____
 (2) Drayage Not included _____ NCWT _____

AB. Unaccompanied Baggage

(1) Drayage included _____ NCWT _____
 (2) Drayage Not Included _____ NCWT _____

(Repeat for additional areas as needed.)

Item 0029-0030. Reserved (See additional services).

NOTE: All Above Items are included in the evaluation of bids

RECAPITULATION SCHEDULE II

Schedule Total - Area \$.....

(Repeat for each area listed.)

SCHEDULE III

INTRA-CITY AND INTRA-AREA MOVES

Item 0031. Complete Service for Intra-City and Intra-Area Moves. Service shall include a premove survey, servicing of appliances, packaging and packing at owner's residence to protect household goods properly during transit, tagging of items, inventorying, loading, weighing, drayage, unloading, unpacking, and placing of each article in owner's new residence as directed by owner or owner's designated representative and removal of all empty containers and materials from residence.

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	
___	NCWT	___	___

(Repeat for additional areas as needed.)

Item 0032. Attempted Pickup or Delivery. When the initial attempt to pickup or deliver a shipment at the owner's residence is unsuccessful, charges apply provided the contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted pickup or delivery at the residence.

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	
AA. Attempted Pickup	___	ea shpmt	___
AB. Attempted Delivery	___	ea shpmt	___

(Repeat for additional areas as needed.)

Item 0033. Drayage Beyond the Contract Area of Performance. Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of departure from the outer boundary of the contract area of performance to the destination point.

Area

Est	Annual	Unit		
Qty	Unit	Price	Total	
_____	per	_____	_____	
	loaded			
	mile			

(Repeat for additional areas as needed.)

NOTE: All Above Items are included in the evaluation of bids.

RECAPITULATION SCHEDULE III

Schedule Total - Area\$.....

(Repeat for each area listed.)

APPENDIX BF

ALPHA CODES FOR DPM SHIPMENTS

A. **GENERAL.** This appendix provides guidance for the construction of two-position alpha codes for DPM shipments. DPM alpha codes shall be entered in the "Service Code," block 3 of the PPGBL, on all DPM shipments. The first position shall designate the commodity shipped (shown in Chapter 1), and the second position shall designate the type of DPM service used (shown in Part 2 below). For example, in constructing a DPM alpha code for an inter-theater shipment of unaccompanied baggage through commercial air, the code for unaccompanied baggage (B) will be found in paragraph 1, and the code for (INTE/AIR/COMM/DPM) (L) will be found in paragraph 2.c. Therefore, "BL" is the correct DPM alpha code for this shipment.

1. DPM Alpha Codes--First Position, Type Commodity Designator.

<u>Commodity</u>	<u>Code</u>
Ammunition	A
Unaccompanied baggage (personal effects)	B
Household goods	H
Expensive and valuable items	V

2. DPM Alpha Codes--Second Position, Type Commodity Designature.

a. DOMESTIC (DOM)--DPM Movements Solely Within CONUS.

<u>Service</u>	<u>Code</u>
(DOM/SUR/MTR/DPM)--DPM movement in which the government arranges packing or pickup at origin, linehaul movement by motor carrier, and delivery or unpacking at destination.	A
(DOM/AIR/COMM/DPM)--DPM movement in which the government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination commercial air terminal, and delivery or unpacking at destination.	B
(DOM/AIR/MIL/DPM)--DPM movement in which the government arranges packing or pickup at origin, movement to a military air terminal, movement by military air to the destination military air terminal, and delivery or unpacking at destination.	C

<u>Service</u>	<u>Code</u>
(DOM/PP)--Domestic DPM movement not otherwise identified above.	D

b. International (INTL)--DPM Movements Between CONUS And Overseas Areas.

(INTL/SUR/MSC/DPM)--DPM movement in which the government arranges packing or pickup at origin, movement to a military ocean terminal, HSC-controlled oceanlift to the destination military ocean terminal, and delivery or unpacking at destination.	E
--	---

(INTL/AIR/COMM/DPM)--DPM movement in which the government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination air terminal, and delivery or unpacking at destination.	F
--	---

(INTL/AIR/AMC/DPM)--DPM movement in which the government arranges packing or pickup at origin, movement to a military air terminal, AMC-controlled airlift to the destination military air terminal, and delivery or unpacking at destination.	G
--	---

<u>Service</u>	<u>Code</u>
(INTL/PP)--International DPM movement not otherwise identified above.	H

c. Intertheater (INTE)--DPM Movement Between One Overseas Theater and Another Overseas Theater.

INTE/SUR/MSC/DPM)--DPM movement in which the government arranges packing or pickup at origin, movement to a military ocean terminal, MSC-controlled oceanlift to the destination military ocean terminal, and delivery or unpacking at destination.	K
---	---

(INTE/AIR/COMM/DPM)--DPM movement in which the government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination air terminal, and delivery or unpacking at destination.	L
--	---

(INTE/AIR/AMC/DPM)--DPM movement in which the Government arranges packing or pickup at origin, movement to a military air terminal, AMC-controlled airlift to the destination military air terminal, and delivery or unpacking at destination.	M
--	---

<u>Service</u>	<u>Code</u>
----------------	-------------

(INTE/PP)--Intertheater DPM movement not otherwise identified above. N

d. Intratheater (INTR)--DPM Movements Solely Within One Overseas Theater.

INTR/SUR/MSC/DPM)--DPM movement in which the government arranges packing or pickup at origin, movement to a military ocean terminal, MSC-controlled oceanlift to the destination military ocean terminal, and delivery or unpacking at destination. P

(INTR/SUR/MTR/DPM)--DPM movement in which the government arranges packing or pickup at origin, linehaul movement by motor carrier, and delivery or unpacking at destination. R

(INTR/AIR/COMM/DPM)--DPM movement in which the government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination air terminal, and delivery or unpacking at destination. W

Service

Code

(INTR/AIR/AMC/DPM)--DPM movement in which the government arranges packing or pickup at origin, movement to a military or air terminal, AMC-controlled airlift to the destination military air terminal, and delivery or unpacking at destination. X

(INTR/PP)--Intratheater DPM movement not otherwise identified above. Y

APPENDIX BG

EXAMPLES OF HAZARDOUS MATERIALS

1. Combustible Liquids:

Alcoholic beverages (any single container exceeding one (1) gallon capacity)
Alcohols
Antifreeze compounds
Camphor oil
Fluid cleaners (containing combustible materials, e.g., spot clothing cleaners and office machine cleaners)

2. Corrosive Liquids:

Acids--muriatic, nitric, photographic, sulfuric
Battery with acid
Disinfectants
Dyes
Flame retardant compounds
Iron/steel rust preventing/rust removing compounds
Paint and paint related materials

3. Explosives:

Ammunition
Black powder
Blasting caps
Dynamite, plastics or any similar explosives
Explosive auto alarms
Fireworks
Fuse lighters
Igniters
Primers
Propellants
Signal flares
Smokeless powder
Souvenir explosive instruments of war
Spear guns having charged heads
Toy propellants or smoke devices

4. Flammables:

NOTE: Completely drain all fuel from engine power driven equipment. Drain equipment (motorcycle, moped, lawn mowers, boats, snowmobiles, etc.). Run until engine stalls. Drain all oil and water. Allow the fuel tank and lines to remain open for 24 hours prior to pickup. Disconnect nonspillable gel-type batteries and tape the ends to prevent short circuit. Only nonspillable gel-type batteries are authorized. The batteries may remain in the equipment holder, but ensure they remain upright when packed in the shipping container. **Batteries with acid or alkali are prohibited from shipment.**

Acetone
Adhesives (glues, cements and plastics)
Ammonia
Charcoal briquettes
Cleaning fluids
Compound 3 weed killers
Denatured alcohol
Enamel
Gasoline
Insecticides
Kerosene
Lacquer
Leather dressing or bleach
Lighter fluids (pocket, charcoal, camp stove, lamp or torch)
Liquors (any single container exceeding one (1) gallon capacity)
Matches
Oil stains for wood
Paint
Paint or varnish remover
Petroleum products
Polishes, liquid (metal, stove, furniture and wood)
Propane tanks (nonpurged)
Propane or other gas used for cooking or heating purposes
Shellac
Shoe polish (liquid)
Solvents, plastic
Stains
Turpentine
Varnish
Wood filler

5. Gases, Compressed:

Engine starting fluids, fire extinguishers, gases used in welding, scuba diving tanks (see note below).

6. Aerosol Can (containing a Flammable Gas, Flammable Liquid, Toxic, or Corrosive Substance).

7. Chlorinated Hydrocarbons in Decorative Lamps.

8. Other Regulated Material Termed Combustible, Corrosive, or Flammable.

NOTE: Only those scuba diving tanks containing not more than 25 pounds per square inch at 70 degrees Fahrenheit may be shipped as household goods or unaccompanied baggage. Servicing for shipment will include:

a. Written certification of purging serviced by dive shop or licensed individual qualified to perform purging. A tag or label must be affixed to the tank certifying service was performed.

b. Completely empty tank, remove the valve, and replace valve with plug designed for this purpose.

DEPARTMENT OF DEFENSE

DEPARTMENT OF THE ARMY

MILITARY TRAFFIC MANAGEMENT COMMAND

BASIC ORDERING AGREEMENT NUMBER

BASIC ORDERING AGREEMENT

FOR

STORAGE OF PERSONAL PROPERTY AND RELATED SERVICES

ISSUING OFFICE:

REGIONAL STORAGE MANAGEMENT OFFICE (RSMO)

MILITARY TRAFFIC MANAGEMENT COMMAND

RSMO ADDRESS

CONTRACTOR:

(NAME) (SCAC)

LOCATION ADDRESS

(CITY) (STATE) () (COUNTY) (ZIP)

MAILING ADDRESS-H/O

(CITY) (STATE) () (HO/COUNTY) ZIP

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SECTION A – SIGNATURE PAGES

BASIC ORDERING AGREEMENT BETWEEN THE
UNITED STATES OF AMERICA AND _____

This Basic Ordering Agreement is entered into as of _____
by and between the UNITED STATES OF AMERICA, hereinafter called the
Government, represented by the Contracting Officer executing this Basic Ordering
Agreement, and _____,

- (i) ☐ sole owner
- (ii) ☐ a partnership, or
- (iii) ☐ a corporation organized and existing under the
 laws of the State of _____
 hereinafter called the "contractor."

This Agreement applies to services which the Government may require for the storage of personal property and related services. Should the Government order such services, the Government will require the contractor to furnish all necessary labor, material, drayage, vans, equipment, storage facilities, and performance of related services, as may be specified in the Service Order for Personal Property (DD Form 1164).

The clauses and provisions hereinafter set forth have been agreed upon by the parties hereto for use in negotiated firm fixed price service orders between the parties entered into on or after the date of this Agreement, and prior to its termination. It is further agreed that the clauses and provisions set forth are mandatory clauses and shall, by reference or attachment, be incorporated in each service order issued pursuant to this Agreement.

This Agreement, including clauses and provisions hereof, may be amended only by mutual agreement of the parties, and the Agreement may be terminated in its entirety by either party upon thirty (30) days written notice to the other party, except that this Agreement may be terminated by the Government at any time if the parties fail to agree upon an deletion, amendment or addition to this Agreement which is required by statute, Executive Order, Federal Acquisition Regulation, or supplements thereto. No deletion, modification, addition to, or termination of, this Agreement shall affect any contracts theretofore entered into between the parties in which this Agreement or a portion thereof has been incorporated by reference.

This Agreement may be referred to by the contractor in bids submitted in response to invitations for bids but cannot become a part of any contract placed through the process of formal advertising.

SECTION A - SIGNATURE PAGES (Cont'd)

BASIC ORDERING AGREEMENT FOR STORAGE OF HOUSEHOLD GOODS AND RELATED SERVICES
SIGNATURE PAGE

IN WITNESS THEREOF, THE PARTIES HERETO HAVE EXECUTED THIS BASIC ORDERING
AGREEMENT AS OF THE DAY AND DATE FIRST ABOVE WRITTEN:

THE UNITED STATES OF AMERICA

WITNESS

BY

(SIGNATURE OF CONTRACTING OFFICER)

(TYPED NAME)

(TYPED NAME OF CONTRACTOR)

BY

(SIGNATURE)

NOTE: In cases of corporations,
witnesses not required but
certificate below must be completed.
Type or print names under all
signatures.

(TYPED NAME)

(TITLE)

(ADDRESS)

AN OFFER SIGNED BY AN OFFICER OF THE CORPORATION MUST BE EXECUTED IN THE CORPORATION
NAME AND BE ACCOMPANIED BY THE FOLLOWING CERTIFICATE EXECUTED AND SIGNED BY ANOTHER
OFFICER OF THE CORPORATION UNDER ITS CORPORATE SEAL.

CERTIFICATE

I _____, CERTIFY THAT I AM THE _____

OF THE CORPORATION NAMED AS OFFEROR HEREIN; THAT _____, WHO
SIGNED THIS OFFER ON BEHALF OF THE OFFEROR, WAS THEN _____ OF SAID
CORPORATION; THAT SAID OFFER WAS DULY SIGNED FOR AND IN BEHALF OF SAID
CORPORATION BY AUTHORITY OF ITS GOVERNING BODY, AND IS WITHIN THE SCOPE OF ITS
CORPORATE POWERS.

(CORPORATE SEAL)

(SIGNATURE)

IF A PARTNERSHIP

AN OFFER SIGNED BY A PARTNER MUST BE EXECUTED IN THE PARTNERSHIP NAME AND BE
ACCOMPANIED BY A LISTING OF ALL OTHER PARTNERS. LIST NAMES BELOW IF NOT
FURNISHED ELSEWHERE ON THE FORM.

SECTION B

SCHEDULE OF SERVICES AND RATES FOR PERSONAL PROPERTY

Rates listed in this schedule shall be inclusive of all charges for labor, materials, vans and equipment and incidental facilities and services necessary for the performing of the storage and related services specified in this schedule. All services to be performed under this schedule should be in accordance with requirements for services for storage of personal property. All service orders are subject to a minimum weight of 500 pounds.

BOA#: DAHC

MOD#:

EFFECTIVE DATE:

TITLE	DESCRIPTION		RATE
ITEM I PACKING	Packing and protection required by and incident to drayage, marking, tagging and inventorying for storage (includes flat wardrobes) (rate per cwt.)		\$
ITEM II SPECIAL SERVICES	a. Wardrobes: Upright wardrobes with minimum 18 inch bar. (cost each) b. Inventory of high value items. (Cost per inventoried carton)		\$ \$
ITEM III DRAYAGE	Pickup at location, loading, weighing, drayage to warehouse and unloading onto warehouse platform. (Rate per cwt.)	ZONE 1	\$
		ZONE 2	\$
		ZONE 3	\$
		ZONE 4	\$
		ZONE 5	\$
		ZONE 6	\$
ITEM IV HANDLING IN	Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to contractor's warehouse and preservation of items for and during the storage period. (Rate per cwt.)		\$
ITEM V STORAGE	Storage per Clause H-4, Basic Ordering Agreement (Rate per cwt. per month)		\$
ITEM VI HANDLING OUT	Handling out, labor and equipment required to remove from storage and place onto warehouse platform. (Rate per cwt.)		\$
ITEM VII DELIVERY	Delivery, to include loading at contractor's warehouse platform and drayage to destination, unloading, including the reassembly of items disassembled for storage, recording overage, shortage or damage, as appropriate and placing in designated rooms in accordance with specifications. (Rate per cwt.)	ZONE 1	\$
		ZONE 2	\$
		ZONE 3	\$
		ZONE 4	\$
		ZONE 5	\$
		ZONE 6	\$
ITEM VIII UNPACKING	Unpacking, including unpacking all crates & cartons. Removing from owner's residence all empty containers, packing materials and other debris accumulated incident to unpacking. (Rate per cwt.)		\$

SERVICE AREA:

Geographic Description of Zones shown in Items III and VII above.

ZONE 1	
ZONE 2	
ZONE 3	
ZONE 4	
ZONE 5	
ZONE 6	

CONTRACTOR CERTIFICATION STATEMENT

I certify that I have valid operating authority for zones in which I have submitted rates.
TYPED NAME (LAST, FIRST, MIDDLE INITIAL)

SIGNATURE

PART I - SECTION C - TECHNICAL PROVISIONS

C-1 SCOPE

a. The purpose of this Agreement is to establish the terms and conditions under which the contractor will provide necessary supervised labor, materials, and equipment for storage of personal property and related services under orders issued from time to time by the ordering officer. This Agreement does not obligate the Government to issue any orders for any services.

b. The contractor shall furnish all necessary supervised labor, materials, drayage, vehicle equipment and warehouse space for the storage of personal property and the performance of related services as specified in the Service Order for Personal Property (DD Form 1164), (attachment 2), issued by an authorized ordering officer at the using activities.

c. The rights and obligations of the parties to the Agreement shall be subject to and governed by the provisions of the Agreement and the order(s) issued hereunder. To the extent of any inconsistency between the Agreement and any order the provisions of the Agreement shall prevail.

d. The Agreement shall be reviewed annually, as a minimum, and revised to conform with all requirements of statutes, Executive Orders, the Federal Acquisition Regulation (FAR) or the DOD FAR Supplement (DFARS). This revision shall be evidenced by an Agreement modifying the Agreement or by the issuance of a superseding Agreement.

e. The following terms used throughout this Agreement have the meaning as set forth below:

(1) "Ordering officer" means an individual of a using activity authorized to issue Service Orders for Personal Property (DD Form 1164), (Attachment 2), under this Agreement. The individual may be the contracting officer of a using activity or a duly appointed ordering officer so authorized.

(2) "Using activity" means an installation, base or command of a military department or a Government agency which has been properly authorized by the contracting officer to issue service orders under this Agreement.

(3) "Personal property" or "household goods" includes furniture, appliances, clothing, baggage, all other personal effects of a similar character, professional books, paper, and equipment, and other items authorized by entitlement.

(4) "Lot" means personal property placed in storage at Government expense and covered by one service order.

(5) "Storage period" means the period of time the contractor has possession of the property pursuant to Government orders.

(6) "Owner" or "member" means the individual in whose name the property is stored under this Agreement.

(7) "Program" means the Department of Defense Personal Property Movement and Storage Program.

(8) "AR" means the Federal Acquisition Regulation, formerly the Defense Acquisition Regulation.

(9) "DFARS" means the Department of Defense Federal Acquisition Regulation Supplement.

(10) "Material change" means any change which, if authorized by one party, would vary its rights and duties to the party making the change or injuriously affect its legal relations with third parties.

C-2 GENERAL REQUIREMENTS

a. REMOVE SURVEY.

(1) I agree to perform a remove survey on non temporary storage lots estimated at 3,000 pounds or more, at origin points within a 50-mile radius of the warehouse facility designated for storage. I understand this requirement will apply to only those lots on which I am provided a minimum of 5 working days advance notice of the pickup date requirement.

(2) I agree that if a telephone number is provided five (5) days in advance of pickup, I will make a telephone contact remove survey for non temporary storage lots of lesser weights than indicated above, or for lots with origin points exceeding 50 miles of the warehouse facility designated for storage.

b. VEHICLE SPECIFICATIONS. Vehicles used in draying personal property under this Agreement shall be closed furniture vans. The interiors thereof shall be clean, dry, and free from vermin, acid, paint, grease, and all other substances injurious to the articles packed, and shall be provided with a sufficient quantity of clean pads, covers, and other protective equipment to ensure safe delivery of the personal property. The tailgate of vans shall not be used for hauling of personal property unless specifically authorized in advance by the ordering officer. When tailgate loading is authorized the load shall not extend beyond the surface of the tailgate or above the top exterior surface of the vehicle and must be adequately protected against damage. Pallet-van packing may be used in lieu of closed vans provided protection is afforded against inclement weather and pilferage. Containers moving by flat-bed equipment in local pickup or delivery service will be covered with a waterproof tarpaulin or other material providing equal protection, when local weather conditions dictate. This waterproof tarpaulin will cover the cargo on the top and sides down to the vehicle bed and all surfaces of the overhang. In any event, such protective covering will be available in local pickup or delivery services. Equipment shall be in safe mechanical condition.

c. CONTAINERS AND MATERIALS. All containers and materials used shall be in new or sound condition, adequate for the use employed, and must be dry, clean, and free from vermin, acid,

paint, grease, and all other substances injurious to the articles packed. If material is not new, all marks pertaining to any previous usage shall be completely obliterated prior to reuse. New material must be used for packing mattresses, box springs, linens, bedding and clothing. Egg crates, orange crates, and similar types of containers shall not be used.

(1) BOXES. Wood or fiberboard boxes used as specified hereinafter shall be as follows: Wood-cleated fiberwood, wood-cleated plywood, nailed wood, wood-cleated veneer, paper overlaid, wire bound corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood or solid fiber and shall be well manufactured and free from imperfections which shall affect their utility. Size and spacing of nails shall be in accordance with the best commercial practice. All unclinchd nails shall be either cement coated or chemically etched.

(2) CARTONS. Cartons of solid or corrugated fiberboard may be used for packing linens, books, bedding, mattresses, lampshades, draperies, or similar articles. All cartons shall be adequate for the use employed. After packing, cartons must be closed and either glued, stapled (provided specialized stapling machines are used), or sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of corrugated or solid fiber cartons shall have a minimum average bursting strength of 200 pounds per square inch. Cartons should be stacked in an upright position so as to minimize crushing. With the exception of mattress cartons, the inside dimensions of the carton--length, width, and depth totaled--shall not exceed 75 inches with a maximum weight limitation of 65 pounds. When determined by the ordering officer as necessary to assure protection, safe movement, and storage of articles, boxes, as indicated in (1) above, may be used in lieu of cartons. Cartons lacking a manufacturer's certification are not authorized for use.

(3) FIBER DRUMS, DISH PACKS, AND CARTONS. Fiber drums, dish packs, or cartons with a capacity of not less than 5 cubic feet are to be used for packing glassware, china-ware, bric-a-brac, table lamp bases, and other fragile articles. When packing of fragile items has been completed and space is left in a dish pack, such space may be used for packing other light items. Corrugated containers may be used in lieu of drum-type containers. The sidewalls and ends of the containers will be of a minimum bursting strength of 350 pounds per square inch. Not more than 120 pounds of material will be packed therein. The sum of the interior horizontal, and vertical girths will be not less than 157 inches for fiber drums, or other drum-type containers. The cube of corrugated containers will be determined by actual measurements. All fiber drums, or dish packs will be securely sealed and marked "THIS END UP".

(4) FILLER AND PADDING. Good quality cellulose wadding, fiberboard, corrugated fiberboard, styrofoam, or kraft-type paper shall be used as a filler or for padding for general packing. Material shall be clean, dry, and free from vermin, or any substance injurious to the articles being packed.

(5) WRAPPING PAPER. All wrapping paper used shall be new or clean, kraft-type of not less than 30 pound weight except as otherwise provided herein. Unicellular polypropylene foam may be used providing it is new, clean and appropriate for the purposes intended. Each item of silverware, silver ornamentation, or brass/copper shall be completely wrapped in nontarnish tissue paper.

(6) PAPER - WAXED OR TREATED. All waxed paper used shall be new or clean manila wax or equivalent of not less than 30 pound weight. Treated paper shall be of "butcher" paper type, free from creases and folds.

(7) UNICELLULAR POLYPROPYLENE FOAM. All unicellular polypropylene foam wrapping material will be new, clean and will conform to Federal Specification PPP-C-1797.

d. PACKING AND PREPARATION FOR DRAYAGE AND/OR STORAGE. The contractor shall be required to perform all packing and crating services in accordance with the following:

(1) All packing shall be performed in a manner requiring the least cubic measurement, producing packages that will withstand normal movement and storage without damage to containers or contents and at a minimum of weight. Further, the number and weight of containers shall not be greater than necessary to accomplish efficient movement or storage. All containers must be properly sealed or secured.

(2) All finished surfaces whether wood, metal, or other material likely to be damaged shall be so protected as to prevent scratching and marring.

(3) The use of damp, wet, or unclean materials is prohibited.

(4) Care shall be exercised to prevent loss or damage of personal property in process of packing, and the contractor shall properly and amply protect property by utilizing proper protective measures and by stowing effects in a manner not likely to cause damage.

(5) For movement or storage, all fiber drums or dish packs shall be properly and clearly marked to indicate "TOP", "THIS END UP", or similar markings, and shall be so handled and placed.

(6) In the absence of any general or specific requirements or contract provisions, the services shall be performed in accordance with the best commercial practices.

e. PICKUP AND DRAYAGE. The contractor is required to pick up personal property at locations designated in the service order and dray them to the contractor's warehouse subject to requirements hereinafter specified. Pickup and drayage shall be completed on the date specified on the DD Form 1164 unless the ordering officer gives advance approval to a change in date(s). Pickup or delivery shall be completed at the member's residence or warehouse between 0800 and 1700 hours unless prior approval is received from the member or warehouseman. The contractor shall complete wrapping/processing of items for storage, which is in addition to that required for drayage to the contractor's warehouse, and preservation of items for and during the storage period, no later than the close of business the third (3rd) work day following the date of pickup of the property. When the prearranged time of pickup cannot be met, it is the contractor's obligation to notify the member and ordering officer immediately. Clothing, mattresses, and fragile items, such as dishes, glassware, and lamps, shall be packed before being drayed. Items that do not require packing or crating may be moved in a loose condition and prepared for storage at the warehouse.

f. DISPOSITION OF CONTAINERS AND PACKING MATERIALS. All containers, cartons, and filler material required for packing and protection incident to movement shall remain with each lot until unpacking is performed at destination residence, whether or not the contractor performs the unpacking services.

g. CONTRACTOR PERSONNEL. The personnel will be qualified to perform the assigned duties in the handling of personal property. They will be clean, neat and courteous. If at any time, they appear to be under the influence of drugs or alcohol, use abusive language, or

otherwise improperly perform according to provisions herein, they will be replaced by qualified personnel when requested by the personal property shipping office.

C-3 SPECIAL REQUIREMENTS

a. BOOKS. Books shall be placed in cartons or boxes. All books of similar size shall be packed vertically together in rows. Pads of solid or corrugated fiberboard shall be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton or box and to prevent chafing. Books normally shall be packed not more than two rows high in a container.

b. CHINAWARE, GLASSWARE, CROCKERY, LAMPS, CLOCKS, JARDINIERES, STATUARY, VASES, AND BRIC-A-BRAC. Use of a clean packing material or other modern method (cell wrap, cell pack, or cells and dividers) of packing is required for the packing of glassware, china-ware, bric-a-brac, table lamp bases, and other similar fragile items. Wrapping and materials used shall be in accordance with the best commercial practices for the items being packed. Items shall be wrapped separately, except groups of flat items may be wrapped in bundles if properly divided and cushioned. The heaviest items shall be placed in the bottom of the containers. Fiber drums, dish packs, and other containers shall be packed as compactly as possible. Padding shall be pressed gently but firmly around each item and as many pieces shall be put in a container as safely possible. Any surface or edge of an article that is fragile must be protected with cushioning. Stemware shall be packed in containers bottom side up, and bundles of plates and dishes shall be placed in containers on edge.

c. ELECTRICAL OR ELECTRONIC EQUIPMENT - AUDIO/VIDEO EQUIPMENT, MICROWAVES, FANS, HEATERS, PORTABLE STOVES, SUNLAMPS, VIBRATORS, AND SIMILAR MINOR APPLIANCES. When necessary to protect electrical equipment for safe transportation or storage, such equipment shall be completely wrapped in kraft-type paper or unicellular polypropylene foam and packed in a carton with enough padding to provide insulation necessary to prevent contact between articles of one article with another and to eliminate movement of any one article in the container. When packing is not necessary, the items shall be properly wrapped or padded for protection.

d. KITCHENWARE. All kitchenware shall be packed and padded into containers. The heavier items shall be kept to the bottom of the container.

e. LINENS, DRAPERIES, CLOTHING AND LIKE ITEMS. Linens, towels, bedding, draperies, and other items of this type shall be packed into cartons which shall be completely sealed at residence. Clothing shall not be stored in closet bags. Flat wardrobe cartons shall be furnished

for clothing unless the ordering officer authorizes the use of upright wardrobes. When upright wardrobes are used, no articles other than clothing on hangers shall be packed therein. Hangers must be removed from clothing packed in flat wardrobes.

f. MIRRORS, PICTURES, PAINTINGS, GLASS OR MARBLE TABLE TOPS, AND SIMILAR FRAGILE ITEMS. These articles shall be wrapped, properly cushioned, and packed in a crate or container (glass or mirror pack, dish pack) specifically designed for that purpose. When it is determined that crating of other than the above listed items is required, the contractor must obtain approval of the ordering officer before performing such services. Not more than four articles shall be packed in any one crate or container. Specifications for packing mirrors are applicable to glass tops, glass faced pictures, and paintings. Such items shall be stored on edge. Marble table tops shall be packed separately. Small pictures, mirrors, and other items of this type shall be packed carefully into cartons, and cushioned to prevent shifting or damage.

g. LAMPSHADES, ORNAMENTS, TOYS, ETC. All lampshades, Christmas ornaments, small toys, and other items easily crushed shall be wrapped and placed in cartons and shall be insulated from carton walls and from other items. Lampshades shall be wrapped individually with clean paper (not newspaper), or new unicellular polypropylene foam, placed in cartons, and cushioned to prevent shifting or damages.

h. SILVERWARE. Silverware shall be packed in cartons of proper size to fit articles being packed without loss of space. Each item shall be wrapped with nontarnish tissue paper (without sulphur) and appropriate pads shall be used to insulate and secure pieces in place. Cream pitchers, sugar bowls, and similar items shall be wrapped and cushioned in corrugated fiber cartons prior to being packed. Any items containing salt shall be emptied.

i. MATTRESSES. All mattresses, except those in hide-a-beds and/or sofa beds (see paragraph j below), regardless of size or construction, including box springs, must be placed in cartons of appropriate sizes and completely sealed at residence per paragraph C-2c(2). All cartons used, including those improvised on site, shall be new and have a minimum bursting strength of 200 pounds per square inch. Foam rubber and cotton mattresses shall be stored horizontally and not under pressure from other items.

j. UPHOLSTERED FURNITURE. Upholstered furniture, to include wicker and wood frame with cushions, shall be placed right side up on all legs on racks in special rooms or areas or in suitable containers so that nothing touches or presses against the upholstery. Mattresses shall not be removed from hide-a-beds and/or sofa beds which close in such a manner as to offer adequate protection; otherwise, they shall be removed and stored in accordance with paragraph i above, and the inventory annotated accordingly. Removable cushions shall be stored with the master pieces.

k. RUGS. All rugs, rug pads and carpets shall be properly rolled (not folded) and protected at residence whenever necessary to provide safe transportation. All rugs, rug pads and carpets will be placed in individual dust-free cylinders, bags/covers of proper length or individually wrapped in 60 pound kraft-type wrapping paper and secured with tape or twine. All rugs and carpets will be stored in tubes in a horizontal position without folding or crushing any portion of the rug, carpet, or pad. If rack storage is used, rugs cannot be stacked more than two high and no items can be stacked on top of rugs.

1. PHONOGRAPH RECORDS, TRANSCRIPTION TAPES, VIDEO CASSETTES, COMPUTER DISKETTES AND COMPACT DISKS. These items shall be packed and stored in such a manner that the records, tapes, cassettes and disks are standing vertically and protected so as to prevent physical damage.

m. FIREARMS. All firearms shall be protected from loss and damage during drayage and storage. They shall be identified on the inventory in accordance with paragraph C-5 and stored with the bulk of the lot unless a separate secured stored area has been previously approved by the contracting officer.

C-4 HANDLING AND OPERATING REQUIREMENTS

a. PREPARATION OF ARTICLES.

(1) Articles having surfaces subject to damage by scratching, marring, or chafing shall be wrapped, at the time of loading, in furniture pads, covers, or other acceptable wrappers which are part of the contractor's regular equipment.

(2) All nuts, bolts, and screws removed from personal property in preparation for drayage or storage shall be placed in a suitable bag, properly labeled and securely attached to the article from which removed. Component parts of a master item, removed for any reason, shall be securely wrapped into package form, identified as to contents, numbered and cross-referenced on the inventory to the master item from which removed.

(3) All articles shall be removed from chests of drawers, bureaus, clothes hampers, etc., and packed in appropriate containers prior to drayage. However, for lots identified as pending overseas movement, light nonbreakable items may be packed in dressers, bureaus, and similar items. Articles/items which are packed in dressers and chests must be light in nature, nonbreakable and of a character not normally susceptible to pilferage. Further, the chest/dresser must be of a reasonably sturdy construction to accept the additional weight packed therein without undue stress being placed on the chest/dresser which may cause damage. When articles are determined to meet the above criteria and packing within a chest/dresser is acceptable, the packed articles must be wrapped/cushioned to prevent shifting and movement during transit. As a minimum unprinted newsprint or other acceptable cushioning materials will be placed over the articles remaining in the chest/dresser and all void areas will be filled. Additionally, when articles remain in chests and dressers, the Household Goods Descriptive Inventory and/or warehouse receipt will be annotated to clearly and accurately describe the contents. The inventory will be further identified as contractor packed.

(4) Nothing shall be packed in washers, dryers, refrigerators, freezers, stoves, or other major appliances except such items as electrical cords, connecting hoses and similar items which are required as an integral part of the appliance in its normal operation.

b. APPLIANCE SERVICING. Servicing, as used herein, consists of the following phases:

(1) Preparing the appliance at origin residence, as opposed to normal wrapping and packing already provided for, so that they will safely withstand drayage, handling-in, and storage and (2) reversing

the preparation when property is drayed to destination residence as per Item VII of the Schedule of Services and Rates for Personal Property, (Sec. B). Servicing shall apply to major household appliances which have free-moving parts, mechanisms, attachments, or accessories, the movement of which, if not properly serviced, would either damage the appliance or render it inoperative. Such servicing shall be in accordance with recommendations of the equipment's manufacturer. Examples of such appliances are washing machines, dryers, ironers, refrigerators, sewing machines, stereo systems, and other similar major appliance items. Servicing includes securing all loose and moving parts of washing machines, ironers, sewing machines, and similar items; securing the chassis of radio and hi-fi/stereo sets; and fastening motors. When property is drayed to residence as per Item VII of the Schedule of Services and Rates for Personal Property, servicing includes loosening chassis and similar functions necessary to place the appliance in an operating condition. Servicing does not include repairing the mechanical parts of the appliance at origin or when delivered to residence. Examples of disconnecting or reconnecting services not authorized are: removal or installation of television antennas; removal or installation of air conditioners; or plumbing, electrical or carpenter services, etc. When an appliance has been serviced at origin, such appliance shall be tagged, labeled, or clearly marked to indicate what must be done to replace the item in working condition at destination. In the event that servicing is not required, as per manufacturer's recommendation, a tag or label shall be affixed to indicate "no servicing required". Any and all servicing shall be the responsibility of the contractor, whether such servicing is accomplished by the contractor or by a servicing activity engaged by the contractor. The contractor shall also take necessary measures to protect the interior parts of refrigerators, deep freezers, and similar items to prevent damage by mold or mildew during the storage period.

c. GUMMED TAPE, LABELS, ADHESIVES. Gummed tape, labels, or other forms of adhesive applied to surfaces of personal property for identification or protection will damage property if left on the property for extended periods of time. In the placing of labels for identification purposes, care shall be taken to place the labels on the backs, inside or underneath portions in order to avoid damage. Adhesives applied to protect property from damages that may occur in handling and movement to storage shall be removed prior to placing the property in the storage location of the warehouse.

d. MARKING. Articles shall be properly identified at the time of pickup by affixing a numbered tag or tape to the article or packed carton/container. The member's name and the contents of cartons and containers shall be indicated with a marker using general terms such as linens, dishes, kitchen-ware, mirrors, etc. Each article, carton, or container shall be assigned a number which must correspond with the piece number indicated on the inventory. Each lot shall be separately identified by being assigned a lot number; each article, carton, or container shall have the lot number affixed thereon. The type of identification used and the method of affixing it to the article shall be such as not to damage any article so identified. All containers having breakable or fragile articles shall have the words "Glass", "Fragile", or "Handle with Care", as applicable, lettered on two opposite sides. Containers with articles to be kept upright shall have the word "UP" stenciled, hand-lettered or printed on four sides and within 6 inches of the top.

e. PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT. Professional books, papers, and equipment shall be identified by the member and packed separately from personal property. These items must be clearly identified, listed separately from other personal property on inventories and packing lists, and the containers must be weighed separately from the rest of the storage lots and

the total weight of these items properly annotated on the appropriate documents. When actual weight of professional books, papers, and equipment cannot be obtained, the Ordering Officer may authorize the use of a constructive weight of 40 pounds per cubic foot and the contractor shall annotate the inventory to indicate constructive weight.

f. **EXPENSIVE AND VALUABLE ITEMS.** When items are declared by the member to be expensive and valuable and the member determines the services as provided for herein are not adequate, special handling shall be provided at the request of the member and additional charges, if any, for such special handling shall be at the expense of the member. If the member requests insurance coverage, the contractor shall inform the member how such coverage may be obtained.

g. **MEMBER-PACKED GOODS.** The contractor shall inspect all member packed property to ascertain the contents, condition of the contents and that only articles authorized to be stored under this Agreement are contained therein. Furthermore, when it is determined by the contractor that property requires repacking, such repacking shall be performed by the contractor. Once inspected or repacked, the cartons then become contractor packed and will be so noted on the descriptive inventory. If the member refuses to permit inspection or repacking, the contractor shall request instructions from the ordering officer, prior to continuing the pickup of the item(s) in question. A record of the instructions received will be placed in the member's file.

h. **ORIGINAL MANUFACTURERS' CARTONS.** Any original manufacturers' carton will be inspected for proper packaging and to ensure it meets minimum carton specifications. If necessary the contents will be repacked or the carton placed into an appropriate container that meets all required carton specifications, to include size and bursting strength.

i. **DETERMINATION OF WEIGHTS.** (Gross weight, tare weight, net weight, and constructive weight).

(1) The gross, tare, and net weight of each shipment will be provided by the contractor, on a weight ticket obtained from a U.S. Government scale (if available), or state certified public truck scale or platform scale. All public scales must be maintained in accordance with the regulations of the state, commonwealth or district having jurisdiction over the scales. All personnel designated to operate the scales shall be licensed, or otherwise qualified as weighmasters, as required by the applicable regulatory body.

(2) Each weight ticket shall reflect the service member's name, rank, service order number of the shipment, location/address of scales, and signature of the qualified weighmaster. No other alterations shall be made. The original of the weight ticket will be furnished to the ordering officer in accordance with paragraph C-7c, and a true copy will be retained by the contractor, attached to the warehouse receipt or service order.

(3) The tare weight shall be obtained prior to the loading of any shipments, by weighing the vehicle with all pads, dollies, hand trucks, ramps, and any other equipment necessary to perform the contract. No persons shall be on (or in) the vehicle at the time of weighing. The fuel tanks on the vehicle shall be full at the time of each weighing or, in the alternative, no fuel may be added between the two weighings when tare weighing is the first weighing performed. The gross weight shall be obtained, on a separate ticket, by the same procedures, after the vehicle has been

loaded. The same weight ticket may be used only if both weights are obtained at the same scale. The net weight of the lot shall be obtained by deducting the tare weight from the gross weight.

(4) In the case of multiple shipments or partial loads on the same vehicle, the vehicle will be weighed under the same procedures for the initial tare weight. As each shipment is loaded, a gross weight ticket will be obtained. The gross weight for the previous shipment will subsequently become the tare weight for the next shipment.

(5) When no certified scale (U.S. Government or State) is available at the point of origin, the gross weight shall be obtained at the nearest certified scale (U.S. Government or State), either in the direction of the movement of the shipment, or in the direction of the next pickup or delivery. If no certified scale (U.S. Government or State) is available at origin or any point en route, or at destination, a constructive weight of 7 pounds per cubic foot, of properly loaded van space, may be used, if approved by the ordering officer.

(6) A contractor may substitute a certified platform scale for obtaining the net weight of a shipment. In the event the lot is containerized, a separate weight ticket for each container is required. The contractor will annotate the following on the weight ticket: "Platform Scale Used".

(7) Additionally, the ordering officer or their representative shall be permitted to accompany in their own conveyance, observe, and inspect, any weighing procedures, at no additional expense to the Government.

(8) When a lot has been removed from storage and weighed two or more times prior to delivery to a residence and each subsequent weight obtained is found to be at least 200 pounds less than the weight originally obtained by the contractor, payment for services performed shall be based on the lowest weight. In the event the contractor has been paid on a higher weight, reimbursement shall be made by the contractor to the U.S. Government. When an inventory item is missing at destination, the NTS contractor will not be responsible for the weight variance if the item was tendered from NTS to the carrier. Should the reweigh exceed the storage weight by 200 pounds, necessary action will be initiated by the ordering officer for reimbursement of payments to the storage contractor based on the lowest weight. When a local delivery is requested, only one weight is necessary.

j. **PACKING AND LOADING AT ORIGIN.** Packing and loading shall include removing from the member's premises all empty containers, packing materials, and other debris accumulated incident to packing and loading.

k. **DELIVERY AND UNLOADING.** The contractor shall deliver the property to the destination indicated on the DD Form 1164 which includes: unloading at member's residence; reassembly of items disassembled for storage; servicing of appliances; recording overage, shortage or damage, as appropriate; and one time placing of items in designated rooms in accordance with the property owner.

l. **UNPACKING AT DESTINATION.** The contractor shall perform unpacking services as indicated on the DD Form 1164, and services shall be completed at the member's residence between the hours of 0800 and 1700 unless prior approval is received from the member. On a one-time

basis, all boxes, cartons, and/or crates will be unpacked and the contents will be placed in a room designated by the property owner, e.g., kitchenware in the kitchen, unpacked and placed on kitchen counters, tables, or other flat surfaces. The unpacking will be performed at the time the property is delivered to residence unless specifically waived in writing by the member at the time of delivery. The waiver will be held in the contractor's file for further reference. When unpacking services are ordered, they shall consist of the following:

(1) Unpacking all containers and placement of the contents in such a manner as to be readily available for use by the member.

(2) Jointly, with the member, record loss and damage found during delivery and unpacking and furnishing the member three (3) signed copies of the DD Form 1840.

(3) Removing from the member's premises all empty containers, packing materials, and other debris accumulated incident to unpacking unless otherwise specifically requested in writing by the member.

(4) Servicing of household appliances in accordance with provision C-4b.

m. SPECIAL SERVICING. Articles of an unusual nature may require special servicing for safe transportation and storage. The approval for servicing these articles will be negotiated between the ordering officer and the contractor prior to performance. Prices are expected at fair and reasonable levels, with the Government as a preferred customer. Rate comparison techniques should be used to assure the reasonableness of the lowest rate available. The agreed rate is a one-time purchase of the services needed and has no effect on subsequent required services. When it is determined by the ordering officer that these articles require special handling which the contractor is unable to perform, the ordering officer may authorize the contractor to utilize a professional third party and/or an hourly rate may be used as a basis for the performance of such services. Authorization and payment for the required services will be shown on DD Form 1164 as required by Clause K-16, "Extras". The agreed upon services and cost of these services will be noted on DD Form 1164. The contractor's invoice will include the third party's paid billing as the substantiation of costs.

C-5 INVENTORY

a. In conjunction with the member or the member's authorized agent, the contractor, at the time of pickup, shall prepare an accurate, legible inventory (an original and three (3) copies) listing of all items received, including contents of cartons in general terms such as dishes, linens, etc., bearing the signature of the member or the member's representative and the contractor or the contractor's representative, both certifying to the correctness of the inventory. The listing of articles shall be specific to include make, model, color, and serial number when these are visible on the outside of the item. If serial number is not available, annotate inventory with "No Serial Number". Such words as "household goods/personal property" or other general descriptive terms shall not be used. Special care shall be exercised to ensure that the inventory reflects the true condition of the personal property as received. General terms such as marred, scratched, soiled, worn, torn, gouged, and the like shall not be used unless they are supplemented with an actual description of the degree and location of the exception. Ditto marks and other types of lines, arrows, etc. shall not be used.

b. The listing of upholstered furniture and rugs shall be specific as to color, description (striped, floral, etc.), number of cushions or approximate rug size. All washers, dryers, major electrical appliances and audio-visual equipment will include make, model, and serial number. All firearms shall be inventoried as separate articles on the inventory showing the make, model, serial number, and caliber or gauge. Motorcycles shall be inventoried as one article, listing its serial number, make, model, year, and mileage when easily available and open to view on the exterior of the item. DD Form 788-2, Private Vehicle Shipping Document for Motorcycle, (Attachment 9) or similar form, may be used to annotate descriptive information and condition of motorcycle.

c. The inventory and service order for storage lots designated for overseas delivery shall be clearly marked "for overseas later". Upon ordering out of storage, a descriptive listing of inventory item numbers five, ten, and fifteen of the lot, will be listed on the DD Form 1164 and coordinated between the contractor and the shipping activity to confirm the proper items/lot is being released for shipment overseas.

d. The Household Goods Descriptive Inventory (Attachment 4), a format or a facsimile thereof containing the same information, shall be used by the contractor to meet the inventory requirements contained in this provision, a through f.

e. Exception and location symbols used to describe the condition of the items listed on the inventory must be as shown in Attachment 4.

f. The inventory shall show (1) contractor's name and mailing address; (2) destination completed to identify and locate the warehouse(s) in which the lot is stored; (3) member's name, grade or rank, and social security number; (4) pickup address; (5) service order number; (6) Agreement and effective modification number; (7) contractor's lot number; (8) page number and number of pages; and (9) total number of items covered by the inventory.

g. A legible copy of the completed inventory shall be furnished to the member or the member's agent at the time of pickup. The original and one copy shall be furnished to the using activity and a legible copy retained by the storage contractor. When a combination inventory-warehouse receipt is used, the original and one copy will be furnished to the ordering officer and the contractor shall retain a legible copy. In the event that, upon checking the lot into the warehouse, items are discovered which were omitted from the inventory at residence, they shall be added to the original and annotated as additional items not shown on the copy furnished at time of pickup.

h. For those items separated and identified as expensive and valuable items by the member or the member's agent, and authorized by the ordering officer, a detailed inventory will be prepared by the contractor and certified by the member or the member's agent. This special high value inventory will become an addendum to the total inventory bearing the signature of the contractor or the contractor's representative. The listing of expensive and valuable items in cartons will be in specific terms such as: "8 silver forks, 8 silver spoons, 1 silver ladle."

i. When the storage contractor handles a lot out to a carrier, the contractor will furnish the carrier's driver with two legible duplicate copies of the nontemporary storage inventory and will, in

conjunction with the carrier's driver, check each item out of the storage lot in accordance with such inventory. If, at the time each item is checked out, there is a difference in the condition of the items from that listed on the nontemporary storage inventory, the carrier's driver will prepare an exception sheet noting thereon any shortage/overage, or differing conditions, cross referenced to the original contractor's inventory. If no new damage or loss is discovered, an exception sheet will be prepared stating "no differences noted", signed and dated by the warehouseman and driver. When the carrier's driver elects to make a new inventory, any differences as to shortage/overage or conditions, not listed on the original inventory, will be shown on an exception sheet as described above. In the event the opinion of the carrier's driver and the storage contractor's representative differ as to shortage/overage or condition, both opinions will be listed on the exception sheet and separately identified as to source. Both the carrier's and the storage contractor's representative will sign and date the exception sheet, each retaining a legible copy for their files. Such exception sheet will remain an internal industry document. In the event a claim is filed with the military activity, the carrier and/or storage contractor will furnish legible copies of the exception sheet to the concerned claims officer. The contractor shall also furnish a legible copy of the exception sheet to the contracting officer when requested.

C-6 STORAGE REQUIREMENTS

a. Preparation of Articles for Storage.

(1) Items having painted, enameled, porcelain, polished, or finished surfaces of other kinds shall be so protected as to prevent scratching, marring, or other damages to the surfaces from other items in the lot or from dust, moisture, etc. Articles having such surfaces shall be padded and wrapped or covered with appropriate materials.

(2) Articles such as garden tools, coil springs, television antennas/satellite dishes, etc., not subject to deterioration by dust need not be wrapped, but corrugated paper or other suitable material shall be used to separate these articles from finished articles in the same lot.

(3) The member shall ensure that power-driven equipment has been drained of all gasoline at residence. The contractor shall tag or label to verify that no gasoline is present. All batteries shall be removed by the member, except for those lots identified as remaining in storage for less than one year, then the battery may remain. However, whenever the battery remains in the piece of equipment the cables must be disconnected from the battery terminals and the cable ends must be taped.

(4) The member has the obligation to remove all the gasoline and the battery from a motorcycle prior to pickup for storage. Also, to lubricate the gas tank interior, carburetor, control cables, and drain the radiator system. Oil does not require removal. Keys will remain with the contractor, in the member's file, to facilitate handling and movement. Upon release from storage, the key will be placed in a suitable bag and affixed to the handle bars of the motorcycle. For lots identified as pending overseas movement the battery may remain in the motorcycle. However, the member must disconnect and tape the ends of the battery cables.

(5) The member has the obligation to properly prepare their computer for storage to include using the utility disk to lock down any hard drives and inserting the protective blank in any floppy drive(s).

b. PRESERVATION OF ITEMS FOR STORAGE

(1) Insecticides or repellents shall be used to provide constant protection for all materials made wholly or partially of wool and other materials subject to insect damage.

(2) Rugs, rug pads and carpets, in addition to an application of insecticides or repellents when appropriate, shall be placed in individual dust-free cylinders or bags/covers of proper length or individually wrapped in 60 pound kraft-type wrapping paper and secured with tape or twine. However, when rugs, rug pads, or carpets are stored in cold storage rooms, or in fumigated rug rooms that are sealed against entrance of dust and escape of fumigants, wrapping is not required. Rolled rugs, pads and carpets shall be stored in rug tubes which shall be so constructed that items shall not be bent. Rugs, pads or carpets shall not be folded for drayage or storage. Rust-free wire tags or other suitable identification labels not injurious to the fabric indicating the lot number, item number and owner's name shall be affixed to the rug and the outside container or wrapping. The warehouse location of rugs, rug pads and carpets shall be recorded as prescribed by provision C-6d.

(3) Upholstered furniture, in addition to the application of insecticides or repellents when appropriate, shall be placed in individual containers or covered by prefabricated covers of paper or plastic, or individually wrapped in 60 pound kraft-type paper and secured with tape, twine or equivalent, or shrink wrap materials. When clear plastic coverings are used, care shall be taken to prevent fading or bleaching of materials. When such articles are stored in fumigated rooms or in individual containers that are sealed against entrance of dust and escape of fumigants, wrapping is not required. Items will be identified as required in provision C-6d(3).

(4) Items, other than those listed above, susceptible to insect damage shall be stored in suitable, sealed containers, protected with insecticides or repellents.

(5) Pianos and organs shall be stored separately whether "open" or pallet storage is employed by the contractor. Such instruments shall be shrouded in 60 pound kraft-type paper, or in cloth; insecticides or repellents shall be placed near the felts. Care shall be taken to store such instruments in areas of the warehouse where changes in humidity and temperature are at a minimum. When fumigated piano storage rooms that are sealed against the entrance of dust and escape of fumigants are used, the above specifications shall not apply. Identification will be in compliance with provision C-6d(3).

(6) The contractor shall be responsible for ensuring that all chemicals used for repelling insects or vermin do not have a harmful effect on any of the stored materials.

(7) The contractor shall take all necessary measure for pest control and prevention of mold or mildew and shall maintain periodic inspections as frequently as necessary to prevent damage to personal property in storage. The contractor shall maintain, as a minimum, a monthly written record of pest control (insect and rodent) inspections and treatments.

(8) The contractor shall be responsible for ensuring that firearms are protected from loss, properly marked and stored in the center of the vault or bulk of the lot unless a separate secured storage area has been previously approved by the contracting officer.

(9) Motorcycles shall be placed upright, fully covered, and wrapped in a protective material with nothing touching or pressing on it and may be stored in a separate area of the warehouse. Identification will be in compliance with provision C-6d(3).

(10) Lawn mowers and other power driven equipment shall be stored in an upright position at the base of the shipment. If stored in a separate area of the warehouse, identification will be in compliance with provision C-6d(3).

(11) Boats on trailers will be stored on the trailer. Small boats not on trailers can be stored in racks or a separate area in such a manner so as to prevent damage. All items not permanently affixed to the boats shall be removed and packed to include inventorying and tagging as appropriate. Member is obligated to, and contractor shall, ensure that gas tanks are empty and the batteries removed (except that batteries in boats stored for 1 year or less may remain, provided the cables have been disconnected and ends taped). The member shall remove the drain plug and if not permanently attached to the boat, place it in a cloth bag, or equivalent and tie it to the boat. Identification will be in compliance with provision C-6d(3).

c. STORAGE AREA

(1) Areas assigned for preparation and storage of personal property shall be such as to prevent pilferage or damage by sunlight, heat, water or fire. Personal property shall be stored in areas that are dry, clean, free from dust, vermin and rodents, have adequate fire protection, and be accessible for routine inspection.

(2) Minimum clearance above stacks, width of aisles, accessibility of fire aisles, distribution of fire extinguishers, etc., shall be in accordance with existing local ordinances, the National Fire Protection Association codes, recommendations and standards and other nationally recognized codes and standards, whichever is more rigorous.

(3) Care shall be taken to ensure that personal property is not exposed to hazardous materials or operations inside or outside the warehouse. Flammables/combustibles will be kept in closed metal containers when stored in the warehouse. All combustible material outside the facility must be stored a minimum of 20 feet from the building, i.e., vaults, containers, trailers and vehicles. Severe hazards, as determined by the contracting officer, may require further movement and/or a safety certification by the servicing fire department. Local conditions that prevent 20 feet clearance will also require a fire safety certification from appropriate local authorities.

(4) "No Smoking" signs shall be conspicuously posted in all storage areas and smoking restrictions shall be rigidly enforced. Smoking is prohibited during all phases of the storage program. This includes in the warehouse, around warehouse door areas, during the loading or unloading of vans and at any time that smoking would endanger the personal property.

(5) Waste or refuse shall be removed from the storage areas at the close of business each day or kept in metal containers with tight-fitting metal lids.

(6) Docks, aisles, driveways, and entrances shall be kept free of storage and equipment not being currently handled or operated.

(7) Personal property shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids maintaining a minimum of at least 2 inches clearance from the floor to the bottom portion of the stored property. This elevation requirement shall apply after the three (3) working day handling-in period. Items waiting for the completion of handling-in services will be protected at all times. Mezzanines, decks or other permanent structures with solid flooring will also require two inch elevation of stored property. Containers or property will not be stored in contact with exterior walls. Height of personal property properly stacked loose shall not exceed 10 feet. Trash cans, extension ladders, lawn mowers, TV antennas/dishes, swing sets and other like outdoor items are excluded from these requirements. Segregated items shall not be stored on top of movable storage containers or storage boxes.

(8) Heating, electrical, plumbing and other systems shall be in good working order, maintained in sound condition and meet all requirements of local ordinances or nationally recognized codes. Extension cords shall not be used in the warehouse, except a heavy duty cord may be used to operate hand held power equipment/machines while in use.

(9) The operation and/or garaging of all power equipment within the warehouse, with the exception of forklifts, pallet jacks, sweepers, or other items specifically authorized by the contracting officer or the cognizant fire department, is prohibited. Warehouses must be operated in accordance with nationally recognized codes and standards (American Insurance Association, National Fire Protection Association, American Standards Association, etc.). In addition, local codes and standards will be adhered to. Gas pumps and other fuel storage shall meet all provisions of the local ordinances and nationally recognized codes and standards, whichever are more rigorous. Electrical storage batteries shall not be recharged in the warehouse unless proper procedure, in accordance with all local and national fire codes and standards, has been taken to prevent explosion from the gas generated.

(10) Automatic sprinkler systems require inspection by a licensed or qualified sprinkler maintenance contractor on a quarterly basis, within a 90-day period in accordance with National Fire Protection Association, etc. A licensed contractor shall be required where such contractors are licensed by state or local authorities. Fire detection and reporting systems require inspection of the electronic monitor by a licensed or qualified contractor on a monthly basis, within a 30-day period.

(11) Fire extinguishers shall be inspected and serviced at a minimum annually, and properly mounted in accordance with applicable fire codes. All gas or electric warehouse handling equipment must be equipped with the proper type fire extinguisher.

d. **LOCATOR SYSTEM AND LOT IDENTIFICATION.** The contractor shall maintain an up-to-date locator system which will permit the prompt identification and location of each lot and individual items required to be stored separately.

(1) An example of an acceptable locator system appears at Attachment 5. An acceptable system requires the following minimum control data for the pallet/box locator sheet:

Owner's Name, Rank/Grade, Lot Number, Date in and Type of Storage, Pallet/Box Number and Location. All pallets/boxes must have an assigned, distinctive number.

(2) The bottom portion of Attachment 5 reflects a numbering system for control of items by inventory number within each pallet/box. Use of this portion of the locator form is optional, but highly recommended.

(3) Segregated items, such as rugs, rug pads, upholstered pieces, pianos, organs, oversized items, lawn mowers, garden tractors, tillers, bicycles, TV antennas, satellite dishes, ladders, tires, motorcycles, boats, will have an identity tag reflecting the owner's name, lot number, and item number. This tag will be fastened to the item by rustproof wire, string, or plastic.

(4) The master locator sheet, reflecting all information on the pallet/box locator sheet and in addition, Service Order Number, each Pallet/Box Number and its location and a list of segregated items and location, will be kept in the office jacket file. A duplicate copy of the master locator sheet will be kept in either the warehouseman's files, if physically maintained in the warehouse, or affixed to a pallet/stack if warehouse files are not maintained.

e. WAREHOUSE SECURITY. The contractor shall have established protective procedures for the facility(ies) to ensure the adequate safeguards have been taken to preclude unauthorized access. Particular attention shall be given to doors, exterior door hinges, windows, skylights, roof vents, cupolas, metal side panels, etc., to ensure that they do not permit simple entry on the part of unauthorized persons. Specific procedures are to include:

(1) Contractor's employees within their area of responsibility must be counseled on the importance of security and shall be made aware of specific security procedures established by the contractor for each storage facility.

(2) Movement of outsiders within a warehouse shall be closely controlled and monitored by the contractor and/or his employees.

(3) Two keyed locking mechanisms are required on all warehouse access doors, with keys issued to authorized employees only. An electronic detection system, approved by the contracting officer, may be substituted for one of the required locking mechanisms.

(4) Access walk-in doors, warehouse doors and warehouse/office windows which would permit warehouse entry by breaking glass panes, requires installation of heavy metal mesh or bars, or installation of an approved electronic detection system.

(5) The doors on all closed vans will be secured with heavy duty (case hardened) padlocks or surface key locks.

C-7 CONTRACTOR'S DUTIES - LOCATION OF STORAGE FACILITIES

a. The contractor shall complete pickup and drayage services ordered hereunder on the date specified on the DD Form 1164 for such services and shall proceed in compliance with provisions of paragraph C-2e. The contractor shall begin performance of handling-in services upon arrival of the

property at the warehouse, to include placing the property within the facility, and shall complete placing the property within the facility no later than three (3) working days following the date of pickup. Items waiting for the completing of handling-in services will be protected at all times. When the contractor chooses to allow the personal property to remain on the truck until the next working day he will be held liable for any loss or damage occurring during this time without regard to cause. The contractor shall have three (3) working days from the date of pickup to complete the remaining handling-in services. The contractor shall begin performance of handling-out services as ordered; however, the contractor shall be given advance notice of at least five (5) working days.

b. The contractor shall treat each lot placed in storage as a result of issuance of a DD Form 1164 as a separate entity for the purpose of separation, identification, and delivery and shall otherwise comply with all applicable laws and regulations with respect to separate identification.

c. The contractor shall furnish to the ordering officer within seven (7) working days after receipt of each lot of personal property the applicable weight certificates, with the original and one copy of a nonnegotiable warehouse receipt for each lot stored. The warehouse receipt shall, in addition to the information required by applicable law, contain the following: (1) member's name, grade or rank, and social security number (SSN); (2) member's mailing address as provided in the service order; (3) the number of both this Agreement, as modified, and the service order; (4) inventory description of personal property in accordance with provision C-5 (see Attachment 4); (5) net weight determined in accordance with provision C-4(i); (6) location of warehouse, as shown on the inventory form; (7) contractor's number for the lot; (8) notation of any overage, shortage, or damage; (9) liability in accordance with this Agreement; and (10) first and last inventory item numbers and total number of inventory items. The use of a legible combination inventory-warehouse receipt form is acceptable if the form contains all the information required by applicable laws and this Agreement. When storage or other services are at Government expense, the provisions of the service order and this Agreement shall govern in the event of any inconsistency between the service order and Agreement on the one hand and the warehouse receipt on the other. For this purpose, the term "inconsistency" is extended to include any provision of a warehouse receipt which is in addition to, or in excess of, the provisions of a service order or this Agreement.

d. In the event that, after coming into the custody of the contractor, personal property is stolen, lost and/or damaged during attempted theft, lost and/or damaged as a result of fire (including water damage incident to a fire), flood, earthquake, tornado, or any other similar type of occurrence, or if the property is subject to the probability of loss and/or damage so that without preventative measures being taken, loss and/or damage is likely to result, the contractor shall immediately notify the contracting officer by the quickest means of communication, and the contractor shall take immediate action to protect the property from further loss and/or damage. The contractor officer shall immediately conduct an investigation into the circumstances surrounding the incident to determine the responsibility for the incident and/or release of such responsibility on the part of the contractor. The contracting officer reserves the right to award/not award any business during the period of the investigation.

(1) The contractor shall immediately, at its own expense, proceed to unpack all affected containers, boxes, cartons, etc. The contractor shall take such steps as are necessary to properly dry items which are wet or damp. The contractor shall submit within ten (10) working days, or such longer period as the contracting officer may authorize, in writing, a report, at no cost to

the Government, of the loss and/or damage to each item or article listed on the inventory or warehouse receipt, in duplicate, to the ordering officer(s), with a copy to the contracting officer. In addition, the contractor shall, as directed by the ordering officer, accomplish dry cleaning, laundering, oiling finished surfaces with an appropriate furniture oil, and other similar preventative measures, and repack and restack the items for continued storage. Reimbursement, if authorized by the contracting officer, to the contractor for work done in conjunction with avoiding or mitigating damages due to disasters covered by this provision shall not exceed actual costs and shall include no direct or indirect element of profit to the contractor. The contractor shall maintain a complete record of all labor and material (by lot) used in carrying out these duties and responsibilities. In no event will the Government be financially responsible for any costs included in contractor's insurance coverage for which his insurance carrier assumes the responsibility for payment.

(2) Costs incurred by the contractor incident to the performance of the services directed by the ordering officer shall be borne initially by the Government subject to a final decision by the contracting officer of the contractor's liability. The contractor shall not dispose of any damaged items or articles except with the written approval of the ordering officer.

(3) No action taken by the contracting officer under this provision shall in any way constitute a waiver of the liability imposed by Section H-6 (Liability for Care of Property), hereof upon the contractor who shall continue to be liable in accordance with the provisions thereof as if no action had been taken under this provision, nor shall it be deemed to constitute a waiver of any other liability imposed by law or by any of the other provisions of this Agreement.

(4) In any other cases of shortage or damage to personal property while in its possession, custody, or control, the contractor shall, without additional cost to the Government, furnish to the ordering officer a complete report of the incident, in duplicate, with a copy to the contracting officer, within five (5) working days, following the detection and/or occurrence.

e. The contractor agrees that while personal property remains in a warehouse under the provisions of this Agreement, the contractor will maintain such warehouse in accordance with the Department of Defense fire protection standards and recognized national and local fire ordinances or codes, to include National Fire Protection Association recommendations and standards (DOD 4500.34R, Appendix G).

f. Whenever a change in business organization or corporate structure (e.g., stock sale/transfer, name change, officer change, or sale) is anticipated or planned, the contractor shall notify the contracting officer immediately, but in no event later than 30 days prior to effecting the change. The contractor agrees to notify the contracting officer, in writing, immediately when changes (e.g., bankruptcies, foreclosures, warehouse seizures, levies, search warrants, etc.) occur which may affect performance under the Agreement or responsibility in accordance with the FAR.

g. The contractor shall not release personal property from storage during the storage period except upon the written authorization of the ordering officer.

h. The contractor shall procure warehousemen's legal liability insurance and furnish to the contracting officer a certificate of insurance from the insurance company (see Attachment 3) to cover personal property stored in the contractor's warehouse(s). The contractor shall:

(1) Maintain coverage in force for property accepted by the contractor under contract for any Government agency;

(2) Maintain coverage in minimum limits of \$1.25 per pound at each location;

(3) Provide a 30-day advance written notice to the contracting officer in event of cancellation or any material change and/or reduction in the coverage. Upon cancellation of the present insurance policy, the contractor must provide evidence of continuing insurance to the contracting officer at least 10 days prior to cancellation date of present policy;

(4) Maintain deductibles in any policy which are applicable on an occurrence basis and which do not exceed \$100.

(5) Maintain Warehousemen's Legal Liability Insurance with an underwriter who maintains a policyholder's rating of "A" or better in the current issue of Best's Insurance Guide. A Reinsurance Assumption Endorsement may be executed by an underwriter to meet the required criteria.

i. The contractor shall store personal property only in facilities listed below:

LOCATION (Street Address, City, State, Zip Code)	FIRE CLASS	WEIGHT LIMIT	WAREHOUSE NO/CODE
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Note: At no time shall the total weight stored exceed the weight in pounds authorized for each location. In order to ensure that limits indicated for each location are not exceeded, a record will be maintained for each location reflecting the number of lots and total weight of lots stored by the Government under this and other Agreements.

j. In cases where an insurance carrier of the member, or contractor, assumes responsibility for the cost or makes payment to the contractor for any or all of the preventative measures, the expenses of which are to be borne by the Government, the contractor shall, as soon as practicable, notify the contracting officer thereof. Where payment has already been made by the Government, the contractor shall, in accordance with the direction of the contracting officer, reimburse the Government to the extent that payments have been made by the insurance carrier.

k. The contractor shall, without additional expense to the Government, be responsible for obtaining any necessary operating authority, licenses and permits prior to award of a resultant contract and for complying with all laws, ordinances, statutes and regulations in connection with the furnishing of the services herein.

SECTION D - RESERVED

SECTION E - INSPECTION OF TRANSPORTATION (FAR 52.246-14)

The Government has the right to inspect and test the contractor's services, facilities, and equipment at all reasonable times. The contractor shall furnish Government representatives with the free access and reasonable facilities and assistance required to accomplish their inspections and tests.

SECTION F - PERFORMANCE PERIOD

The estimated period of storage shall be set forth on service orders issued in accordance with Section H-3, "Service Orders".

SECTION G - CONTRACT ADMINISTRATION DATA

G-1 PAYMENT ADDRESS

Indicate below the address where payment should be mailed.

G-2 INVOICES

Invoices shall be submitted in original and 4 copies to the ordering officer unless otherwise directed by the ordering officer. Mechanized invoices may be used provided they satisfy the requirements of the FAR and supplements thereto and accounting practices of the individual military services. Government furnished invoices must be used when provided. Invoices shall be submitted (a) monthly with respect to pre-storage, handling-in, handling-out and post-storage services and (b) quarterly with respect to storage. Either consolidated or single lot quarterly invoices for storage shall be submitted and shall contain the following information for each lot number.

- (1) Basic Ordering Agreement Number and applicable rate modification number.
- (2) Service order number.
- (3) Period of storage for which payment is claimed.
- (4) Item designation of services for which payment is claimed from the Schedule of Services and Rates for Personal Property, (Section B).
- (5) Contractor's lot number.
- (6) Weight as determined in Section C-4i.

- (7) Member's name(s), grade(s) or rank(s), and social security number(s).
- (8) The fund citation(s) appearing on initial or supplemental service order(s).

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H-1 RATE SUBMISSIONS

a. Rates will be submitted by the contractor on company stationery/letterhead or on the Schedule of Services and Rates for Personal Property (Section B). Rate decreases may be submitted on or before the fifteenth of any month to become effective on the first day of the second subsequent month. Rate increases may only be filed to become effective 1 May or 1 November. Rates submitted will remain in effect until revised as provided herein. Revised rates will be incorporated into the Agreement by modification. Rate submissions must be postmarked no later than the fifteenth of the entry month, regardless of weekends and holidays. Each rate item is considered individually. Increases for any single item can be accepted only during the period for increases. All rates become effective on the first calendar day of a given month.

b. Contractors must submit offers for all zones and on all items enumerated in the Schedule of Services and Rates for Personal Property (Section B). If there is to be no charge for an item, an entry such as "No Charge", or the letters "NC", must be made in the unit price column of the schedule. If the contractor does not have operating authority for a zone listed on the schedule, an entry of "No Operating Authority" or "NOA" must be entered in the unit price column of the rate schedule. When rate schedules are filed at more than one installation, the rates for Item I - Packing, Item II - Wardrobes/Hi-Value Items, Item IV - Handling-In, Item V - Storage, Item VI - Handling-Out and Item VIII - Unpacking, must be the same for each installation. For example, the price of Item I must be identical to the price for Item I in a second rate schedule submitted for another installation.

c. Contractor must submit a properly completed Certificate of Independent Price Determination (Attachment 1) with all rate filings.

d. The rate schedule is intended to be all inclusive. Payment for unusual service requirements may be approved by the ordering officer, in writing, in advance, depending on the specifics of the individual move.

e. The signing of this Agreement is a certification that the prices shown herein are no higher than the rates charged the most favored customer being furnished the services contemplated herein.

H-2 USING ACTIVITIES - ORDERING OFFICERS

a. The contracting officer executing this Agreement shall notify the contractor, in writing, of the names and locations of using activities authorized to issue service orders for personal property under this Agreement. The contracting officer of each using activity shall notify the contractor and the contracting officer, in writing, of the names of all ordering officers authorized to issue service orders for the using activity under this Agreement.

b. When the ordering officer determines that the member is no longer entitled to storage of personal property at Government expense, the ordering officer shall give the contractor, in writing, a 30 day notification of such determination. Copy of this notification is provided to the member. The ordering officer shall also provide the contractor with the owner's permanent mailing address. At the expiration of the entitlement period, the ordering officer shall deliver to the member the ORIGINAL copy of the warehouse receipt and/or combination inventory-warehouse receipt for the personal property and the contractor shall thereafter recognize the member as the depositor of the personal property and look to the member for payment of such future charges not payable by the Government.

c. The Government shall be liable only for payment of charges resulting from the performance of services, furnishing of materials or facilities, as ordered by the ordering officers.

d. Except to the extent of service order(s) issued hereunder, the Agreement shall not constitute a contractual obligation of the Government or obligate Government funds in any way.

H-3 SERVICE ORDERS

a. When a using activity requires the service of a contractor, the using activity ordering officer will notify the contractor that, the contractor's offer has been accepted, of the estimated weight of the personal property involved, and any other information as may be pertinent. This acceptance may be oral or in writing but oral acceptance will be followed by written confirmation (DD Form 1164).

b. When a contractor has the facilities available and capability to perform the requested services, the contractor shall advise the ordering officer of the acceptance of the order to perform and provide a lot number. Rates in effect on the date of offer are the rates applicable and thereafter used. If the contractor cannot continue its offer during a given period of time or at a specific storage facility, the contractor will so notify the ordering officer orally. Written confirmation must be sent to the ordering officer and the contracting officer. Selective refusal, i.e., a contractor's failure to honor its offer on a selective basis indicating continuous avoidance of service orders by size or service area is a violation of this clause and may be grounds for termination as well as a determination the contractor is not responsible.

c. To confirm the acceptance, the ordering officer shall issue a DD Form 1164, Service Order for Personal Property, incorporating the terms of the acceptance, within the time set forth in the contractor's offer of services. Upon receipt of the service order, the contractor shall be obligated to furnish the specified services in accordance with the provisions of said service order and this Agreement. An enforceable contract is entered into when the contractor receives the Government service order for the specified services in accordance with the terms and conditions of this Agreement. Upon receipt of the initial service order (with respect to any lot of personal property), the contractor shall be obligated to furnish such additional services listed in the Schedule of Services and Rates for Personal Property (Section B), or authorized under the Extras Clause, as may be ordered by supplemental service orders in effect at the time of the initial order. Service orders shall not exceed \$10,000. In the event a service exceeds this amount, an additional order will be issued under the most current Agreement.

d. Initial service orders shall be for a period ending on the day preceding the first day of the succeeding government fiscal year (or in the case of temporary storage, for a period ending not later than 6 months thereafter). In each case the service order shall be renewable, at the option of the Government, for 4 successive fiscal years on an annual basis (or such lesser period as the services are required) at the same rates and on the same terms as in effect under the initial service order. Renewal shall be evidenced by written notice to the contractor. The date of performance of, and citation of funds for, handling-out and post-storage services shall be included in a supplemental service order. For lots remaining in storage under this Agreement past the 4th successive fiscal year, the active contractor shall be obligated to negotiate rates not to exceed his present rates for an additional 4 successive fiscal years. For inactive BOA's the rate will be negotiated by the contracting officer on an annual basis.

e. When it is known by the ordering officer, prior to the issuance of a service order, that a portion of the member's personal property will be withdrawn at Government expense for subsequent shipment, and the other portion will remain in storage, two separate service orders shall be issued and the transaction treated as two lots which shall require two inventories and two warehouse receipts. When this information is not known by the ordering officer and the member is, subsequent to storage, entitled to partial removal, a supplemental service order shall be issued for handling out of only that portion of the lot which must be handled to permit removal of the property for shipment, and handling-in for the portion which must be restored. Actual weight must be determined by weighing the articles released from storage and subtracting this weight from the original storage weight. The contractor shall provide the ordering officer with an estimate of the total weight to be handled out prior to issuance of the service order for partial removal. The contractor shall furnish to the ordering officer a new or revised warehouse receipt and/or combination inventory warehouse receipt, original and one copy, listing only those items remaining in storage, conforming with the provisions of C-7.

H-4 CHARGES

a. Charges under initial service orders and all supplemental orders shall be computed at the rates set forth in the Schedule of Services and Rates for Personal Property (Section B) in effect on the date services are ordered under the initial service order.

b. Monthly storage charges shall be payable in accordance with the rates set forth in the Schedule of Services and Rates for Personal Property (Section B) and computations set forth below:

(1) Storage charges are payable for a calendar month, except one-half month's storage charge shall be paid on lots received for storage on or after the 16th day of a month and lots released from storage on or before the 15th day of a month.

(2) In the event a partial removal of a lot is made or destruction or loss occurs on or before the 15th day of a month, the contractor shall be paid one-half month's storage for the beginning weight and one-half month's storage for the remaining weight for that month. If the partial removal is made, or destruction or loss occurs, on or after the 16th day of the month, the contractor shall be paid a full month storage for the weight recorded at the beginning of the month. Charges for the succeeding month(s) shall be computed on the weight remaining in storage. (Handling-out and handling-in charges, per Section H-4, shall be in addition to the storage charges.)

c. Charges for items described in the Schedule of Services and Rates for Personal Property (Section B) shall be computed on the basis of the net weight of the lot including necessary cartons, packaging, packaging materials, crates for mirrors, pictures, table tops, etc., but excluding the weight of any blocking, bracing, dunnage, pallets, pallet boxes, and other containers.

d. All items of service ordered shall be subject to and payable on the basis of a minimum weight of 500 pounds net.

e. Where partial removal of a lot is less than 100 pounds, no adjustment will be made in the remaining storage weight.

f. The Government shall not be liable for storage or service charges in connection with that portion of a lot which is in excess of weight limitations imposed by law or regulation or in connection with lots remaining in storage after the expiration of the period of entitlement of a member to storage at Government expense.

g. The contractor shall provide such special handling and additional protection as the member may request. However, the charge therefor shall be a matter of independent agreement with the member, and the Government shall not be liable therefore.

H-5 COMPENSATION

a. The Government reserves the right to award the contract for transportation of any lot of personal property stored with a contractor to any carrier the Government may select. The contractor shall promptly, and in accordance with the direction of the appropriate ordering officer, make lots available to the receiving carrier on a properly protected loading area of the contractor in a condition satisfactory to be received by such carrier. The contractor shall permit any such carrier to inventory and load property from its facility without any charge to the receiving carrier or the Government and will acknowledge the receiving carrier's notation of damage or shortage by signing the receiving carrier's exception sheet or rider, noting the damages and/or shortages, or by allowing the receiving carrier's agent to note damages and/or shortages on the contractor's inventory form. The contractor is obligated to repack, at no cost to the Government, any carton refused by the carrier due to improper packing which has been verified by the ordering officer, or their representative.

b. In the event the carrier does not pick up the lot on the specified date, between the hours of 0800 and 1700, the contractor shall notify the ordering officer and continue to store, protect and be responsible for the property. Appropriate compensation will be made for restoring the shipment, upon approval of the ordering officer. The DD Form 1164 will be amended and/or reissued to authorize the additional cost and document the carrier failure as the cause of the additional cost. Further, the PPSO will initiate set-off action against the carrier on the applicable Government bill of lading through the service finance center for the extra charges attributed to the carrier for not picking up the storage lot as scheduled. In the event a storage contractor fails to prepare a lot (either partial or full) for pickup by the line haul carrier on the agreed date, the ordering officer will advise the contracting officer. The contracting officer will initiate set-off action against the contractor for the extra charges attributed to the contractor for not preparing storage lot as ordered.

c. When it is desired to remove all or part of a lot from the contractor's warehouse, the contractor may be unable to deliver some items to the carrier because of inability to locate them. In the event that these items are subsequently found in the warehouse by the contractor, the contractor shall be responsible for all shipping charges (in excess of what it would have cost the Government had the item(s) moved with the main lot) from the storage facility to the base, installation or home address where the military member is located. In the event the wrong lot or items are shipped/delivered, the contractor will be responsible for shipping costs of returning the erroneous lot or items and delivering the correct lot or items. Compensation to the contractor will not be over and above what it would have originally cost had the correct lot or items been delivered.

d. When the contractor attempts pickup at residence on the date specified on the DD Form 1164, and the member/member's representative is not available at residence, the contractor, upon approval of the ordering officer, shall be paid the drayage rate (Item 3, Schedule of Services and Rates for Personal Property (Section B)) on a 500 pound shipment (minimum weight).

e. When the contractor attempts delivery at residence on the date specified on the DD Form 1164, and the member is unable to accept the shipment at residence, and the contractor returns the shipment to his warehouse, the contractor, upon approval of the ordering officer, shall be paid the handling and delivery rate (Item 4 and Item 7, Schedule of Services and Rates for Personal Property (Section B)) on actual weight.

f. When ordered on DD Form 1164, the contractor will prepare an inventory for high/extraordinary value items and such "special services" shall be payable according to the rates set forth in the Schedule of Services and Rates for Personal Property (Section B). The requested special services must be annotated on the DD Form 1164 by the ordering officer.

H-6 LIABILITY FOR CARE OF PROPERTY

a. Except as hereafter provided, and notwithstanding payment for storage and other services, the contractor shall be liable in an amount not exceeding \$1.25 times the net weight (in pounds) of the shipment for any loss or damage to personal property caused by the failure to exercise the care of a reasonably prudent owner of similar property. The contractor shall not be liable for any loss or damage to the personal property which is caused by acts or conditions beyond its control and without fault or negligence. The contractor shall not be liable for loss or damage to any documents, evidence of debt, money, records, specie, jewelry, accounts, bills, currency, deeds, notes, stamps, securities, common carrier or other tickets, passports or letters of credit not specifically listed on the warehouse receipt and shall be under no obligation to accept the same for storage; however, if such property is accepted and listed on a warehouse receipt, the contractor shall be liable for such property in the same manner as it is liable for personal property.

b. The contractor shall inform the member of the member's right to declare, in writing, a value of any article or package of personal property in excess of \$50.

c. The contractor shall make prompt settlement directly to the member or the Government on any claim for loss or damage to personal property for which there is liability under the provisions of this Agreement. Contractors receiving a written claim for loss or damage to property stored by it shall acknowledge receipt of such claim, in writing, to the claimant (either the member or the

Government) within 10 working days after its receipt by the contractor. The contractor shall, at the time such claim is received, cause the date of receipt to be recorded on the claim. Every contractor which receives a claim for loss or damage to personal property stored by it shall pay, decline or make a firm compromise settlement offer, in writing, to the claimant within 120 days after receipt of the claim by the contractor. However, if the claim cannot be processed and disposed of within 120 days after receipt thereof, the contractor shall at that time and at the expiration of each succeeding 30 day period while the claim remains pending, advise the claimant, in writing, of the status of the claim and the reasons for the delay in making final disposition thereof.

d. In the event the contractor stores personal property in a facility which has not been approved by the contracting officer, the contractor shall be absolutely liable for all loss or damage to the property, without regard to cause. The contractor will be responsible for all costs associated with the movement of the storage lots to an approved warehouse.

H-7 ANNUAL DOCUMENTATION REQUIREMENT

The contractor shall furnish all required documentation listed in Attachment 6 prior to the date indicated.

H-8 POSSESSION OF THIS AGREEMENT

The contractor shall possess a copy of this Agreement, including modifications, which will be readily available for Department of Defense inspectors. The contractor is responsible for ensuring that his employees are familiar with the provisions (with modifications) of this Agreement.

H-9 SUBCONTRACTING

The contractor shall not subcontract with other persons or firms for the performance of any service ordered under this Agreement unless prior written approval has been received from the contracting officer.

H-10 REPORTING PROCEDURES FOR LOSS AND DAMAGE

a. Upon delivery of the personal property, it is the responsibility of the contractor to provide the member with 3 copies of DD Forms 1840 and 1840R, Joint Statement of Loss or Damage at Delivery, (Attachments 7 and 8) and to obtain a receipt therefor in the space provided on DD Form 1840. A copy of the completed DD Form 1840 shall also be provided by the contractor to the ordering officer within 30 days of the date of delivery of personal property to the member. Jointly with the member, loss of or damage to the personal property shall be noted at the time of delivery on DD Form 1840. For later discovered loss or damage, including that involving packed items for which unpacking has been waived in writing, written documentation on DD Form 1840R advising the contractor of later discovered loss or damage, dispatched not later than 75 days following delivery, shall be accepted by the contractor as overcoming the presumption of the correctness of the delivery receipt.

b. The contractor's failure to provide DD Form 1840 and 1840R and to have proof thereof will eliminate any requirement for notification to the contractor. Written notice using DD Forms

1840 and 1840R is not required by the contractor in case of major incidents described by provision C-7(d), which requires the contractor to notify the contracting officer and appropriate ordering officers of the details of fires, vandalism, and similar incidents which produce significant loss, damage or delay.

c. Loss of or damage to personal property discovered more than 75 days after the date of delivery will be presumed not to have occurred while the property was in possession of the contractor unless good cause for the delay is shown, such as the officially recognized absence or hospitalization of the service member during all or a portion of the period of 75 days from the date of delivery.

d. The contractor will be deemed to have waived the right to inspect if:

(1) Exceptions were taken at time of delivery and the contractor fails to inspect within 75 days from the date of delivery; or if:

(2) Written documentation of loss or damage has been dispatched within 75 days from the date of delivery and the contractor fails to inspect within 45 days from the date of such dispatch or 75 days from the date of delivery, whichever is later.

e. No claim shall be denied due solely to contractor's lack of opportunity to inspect prior to repair when the nature of the damaged item, such as a refrigerator, washer, dryer, or television, required immediate repair.

f. The 120 day period within which contractors must settle a claim for loss or damage does not commence until receipt of a formal claim.

g. It is agreed that the claim will be limited to the items indicated on the DD Forms 1840 and 1840R, except as indicated above. The claim for loss and/or damage shall not be limited to the general description of loss or damage to those items noted on DD Forms 1840 and 1840R.

H-11 ORDERING OFFICERS' CONTRACT REPORTING RESPONSIBILITIES

All service orders issued and accepted against this Agreement shall be reported into the Federal Procurement Data System. The ordering officer shall provide the necessary information to the local contracting office responsible for the ordering officer's appointment. Reporting requirements shall be in accordance with DFARS 204.672 Monthly Contracting Summary of Actions \$25,000 or Less (DD Form 1057).

H-12 SIC CODE AND SMALL BUSINESS SIZE STANDARD (FAR 52.219-22)

a. The standard industrial classification (SIC) code for this acquisition is 4214.

(1) The small business size standard is \$12.5 million dollars.

(2) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

H-13 NOTICE - FACSIMILE DOCUMENTS

Policy on acceptability of documents transmitted by a facsimile machine in relation to this Agreement. No facsimile of the following documents will be accepted. Original signatures of authorized representatives of your company or original signature certifications are required.

- a. Rate change requests (Ref: Section H-1a).
- b. Insurance certificates (Ref: Section C-7h(4)).
- c. Financial statements (Ref: Annual Review Requirements, Attachment 6).
- d. Signature pages (Ref: Section A, Pages 1 and 2).

Facsimiles will be accepted for Freedom of Information Act requests (FOIAs) but will not be answered by facsimile. Other documents under the Agreement will be accepted by the contracting officer on a case by case basis.

PART II - SECTION I - CONTRACT CLAUSES

I-1 WAGE RATE DETERMINATION (Subparagraphs are applicable if block has an "x")

() a. Wage rate determination applicable to this Agreement.

() b. Service Contract Act (SCA) Minimum Wages and Fringe Benefits 52.222-47 (MAY 1989)

An SCA wage determination applicable to this work has been requested from the U.S. Department of Labor. If an SCA wage determination is not incorporated herein, the bidders/offers shall consider the economic terms of the collective bargaining agreement (CBA) between the incumbent contractor _____ and the _____ (union). If the economic terms of the collective bargaining agreement or the collective bargaining agreement itself is not attached to the solicitation, copies can be obtained from the contracting officer. Pursuant to Department of Labor Regulation, 29 CFT 4.1b and paragraph (g) of the clause at 52.222-41, Service Contract Act of 1965, as amended, the economic terms of that Agreement will apply to the contract resulting from this solicitation; notwithstanding the absence of a wage determination reflecting such terms, unless it is determined that the Agreement was not the result of arm's length negotiations or that after a hearing pursuant to section 4(c) of the Act, the economic terms of the Agreement are substantially at variance with the wages prevailing in the area.

I-2 52.243-1 CHANGES - FIXED-PRICE, ALTERNATE I (APR 1984)

a. The contracting officer may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this Agreement in any one or more of the following:

(1) Description of services to be performed.

(2) Time of performance (i.e., hours of the day, days of the week, etc.).

(3) Place of performance of the services.

b. If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this Agreement, whether or not changed by the order, the contracting officer shall make an equitable adjustment in the Agreement price, the delivery schedule, or both, and shall modify the Agreement.

c. The contractor must assert its right to an adjustment under this Agreement within 30 days from the date of receipt of the written order. However, if the contracting officer decides that the facts justify it, the contracting officer may receive and act upon a proposal submitted before final payment of the Agreement.

d. If the contractor's proposal includes the cost of property made obsolete or excess by the change, the contracting officer shall have the right to prescribe the manner of the disposition of the property.

e. Failure to agree to any adjustment shall be a dispute under the Disputes clause. However, nothing in this clause shall excuse the contractor from proceeding with the contract as changed.

I-3 52.215-33 ORDER OF PRECEDENCE (JAN 1986)

Any inconsistency in this solicitation or contract shall be resolved by giving precedence in the following order:

- a. The Schedule (excluding the specifications).
- b. Representations and other instructions.
- c. Contract clauses.
- d. Other documents, exhibits, and attachments.
- e. The specifications.

I-4 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

II. DOD FAR SUPPLEMENT (48 CFR CHAPTER 2) CLAUSES

FEDERAL ACQUISITION REGULATION CLAUSES

	<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
I-5	52.202.1	Definitions	(APR 1984)
I-6	52.203-1	Officials Not to Benefit	(APR 1984)
I-7	52.203-3	Gratuities	(APR 1984)
I-8	52-203-5	Covenant Against Contingent Fees	(APR 1984)
I-9	52.203-7	Anti-Kickback Procedures	(OCT 1988)

FEDERAL ACQUISITION REGULATION CLAUSES (Cont'd)

	NUMBER	TITLE	DATE
I-14	52.220-3	Utilization I-10 52.215-1 Examination of Records by Comptroller General	(APR 1984)
I-11	52.219-4	Notice of Small Business-Small Purchase Set Aside	(AUG 1988)
I-12	52.219-8	Utilization of Small Business Concerns and Small Disadvantaged Business Concerns	(JUN 1985)
I-13	52.219-13	Utilization of Women-Owned Small Businesses of Labor Surplus Area Concerns	(APR 1984) (AUG 1986)
I-15	52.222-3	Convict Labor	(APR 1984)
I-16	52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation	(MAR 1986)
I-17	52.222-12	Contract Termination-Debarment	(FEB 1988)
I-18	52.222-14	Disputes Concerning Labor Standards	(FEB 1988)
I-19	52.222-35	Affirmative Action for Special Disabled and Vietnam Era Veterans	(APR 1984)
I-20	52.222-36	Affirmative Action for 1984 Handicapped Workers	(APR 1984)
I-21	52.222-37	Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era	(JAN 1988)
I-22	52.222-40	Service Contract Act of 1965, as amended - Contracts of \$2,500 or less	(MAY 1989)
I-23	52.222-41	Service Contract Act of 1965	(MAY 1989)

I-24	52.222-42	Statement of Equivalent Rates of Federal Hires	(MAY 1989)
I-25	52.223-2	Clean Air and Water	(APR 1984)
I-26	52.223-6	Drug-Free Workplace	(JUL 1990)
I-27	52.224-1	Privacy Act Notification	(APR 1984)
I-28	52.224-2	Privacy Act	(APR 1984)
I-29	52.229-3	Federal, State, and Local Taxes	(APR 1984)
I-30	52.229-5	Taxes - Contracts Performed in U.S. Possessions or Puerto Rico	(APR 1984)
I-31	52.232-1	Payments	(APR 1984)
I-32	52-232-8	Discounts for Prompt Payment	(JUL 1985)
I-33	52.232-17	Interest	(JAN 1991)
I-34	52.232-23	Assignment of Claims	(JAN 1986)
I-35	52.232-25	Prompt Payment	(APR 1989)
I-36	52.233-1	Disputes	(APR 1984)
I-37	52.233-3	Protest After Award	(AUG 1989)
I-38	52.237-2	Protecting of Government Buildings, Equipment and Vegetation	(APR 1984)
I-39	52.246-4	Inspection of Services Fixed Price	(APR 1984)
I-40	52.247-12	Supervision, Labor or Material Charges	(APR 1984)
I-41	52.247-17	Charges	(APR 1984)
I-42	52.247-28	Contractor's Invoices	(APR 1984)
I-43	52.249-4	Termination for Convenience of the Government (Short Form)	(APR 1984)
I-44	52.249-8	Default - Alternative I	(APR 1984)

DOD FAR SUPPLEMENT CLAUSES

	NUMBER	TITLE	DATE
I-45	252.232-7000	Invoices	(OCT 1982)
I-46	252.225-7001	Buy American Act and Balance of Payments Program	(JAN 1991)
I-47	252.247-7108	Facilities	(DEC 1982)

PART III - SECTION J - LIST OF DOCUMENTS, EXHIBITS & OTHER ATTACHMENTS

	<u>PAGE</u>
1. Certificate of Independent Price Determination (APR 1985) FAR VOL II para 52.203-2, Attachment #1	BH-54
2. Service Order for Personal Property (DD Form 1164), Attachment #2	BH-56
3. Certificate of Insurance (format), Attachment #3	BH-57
4. Household Goods Descriptive Inventory, Attachment #4	BH-58
5. Locator Sheet (format), Attachment #5	BH-59
6. Annual Review Requirements, Attachment #6	BH-60
7. Joint Statement of Loss or Damage at Delivery (DD Form 1840), Attachment #7	BH-61
8. Notice of Loss or Damage (DD Form 1840R), Attachment #8	BH-62
9. Private Vehicle Shipping Document for Motorcycle (DD Form 788-2), Attachment #9	BH-63

PART IV - SECTION K - REPRESENTATIONS, CERTIFICATIONS, & OTHER
STATEMENTS OF OFFEROR

K-1 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

a. The offeror certifies that-

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a formally advertised solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

b. Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized in writing to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above, _____

(insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization)

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

c. If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K-2 52.203-4 CONTINGENT FEE REPRESENTATION AND AGREEMENT (APR 1984)

a. Representation. The offeror represents that, except for full-time bona fide employees working solely for the offeror, the offeror-

[Note: The offeror must check the appropriate boxes. For interpretation of the representation, including the term "bona fide employee," see Subpart 3.4 of the Federal Acquisition Regulation.]

(1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and

(2) ☐ has, ☐ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

b. Agreement. The offeror agrees to provide information relating to the above representation as requested by the contracting officer and, when subparagraph (a)(1) or (a)(2) is answered affirmatively, to promptly submit to the contracting officer--

(1) A completed Standard Form 119, Statement of Contingent or Other Fees, (SF 119); or

(2) A signed statement indicating that the SF 119 was previously submitted to the same contracting office, including the date and applicable solicitation or contract number, and representing that the prior SF 119 applies to this offer or quotation.

K-3 52.204-3 TAXPAYER IDENTIFICATION (SEP 1989)

(a) Definitions.

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity (e.g., sole proprietorship or partnership), or a corporation providing medical and health care services.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns.

(b) The offeror is required to submit the information required in paragraph (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in 4.902(a), the failure or refusal by the offeror to furnish the information may result in a 20 percent reduction of payments otherwise due under the contract.

(c) Taxpayer Identification Number (TIN).

☐ TIN: _____

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

☐ Offeror is an agency or instrumentality of a Federal, state, or local government;

☐ Other. State basis. _____

(d) Corporate Status.

☐ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services.

☐ Other corporate entity;

☐ Not a corporate entity;

☐ Sole proprietorship

☐ Partnership

☐ Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(e) Common Parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.

☐ Name and TIN of common parent:

Name _____

TIN _____

K-4 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (MAY 1989)

a. (1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐ have not ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

(C) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has ☐ has not ☐, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purpose of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

b. The Offeror shall provide immediate written notice to the contracting officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

c. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the contracting officer may render the Offeror nonresponsible.

d. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

e. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the contracting officer may terminate the contract resulting from this solicitation for default.

K-5 52.215-6 TYPE OF BUSINESS ORGANIZATION (JUL 1987)

The offeror or quoter, by checking the applicable box, represents that it operates as ☐ a corporation incorporated under the laws of the State of _____, ☐ an individual, ☐ a partnership, a ☐ nonprofit organization, or ☐ joint venture.

K-6 52.215-11 AUTHORIZED NEGOTIATORS (APR 1984)

The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations; (List names, titles, and telephone numbers of the authorized negotiators).

K-7 52.219-1 SMALL BUSINESS CONCERN REPRESENTATION (MAY 1986)

The offeror represents and certifies as part of its offer that it ☐ is, ☐ is not a small business concern and that ☐ all, ☐ not all end items to be furnished will be manufactured or produced by a small business concern in the United States, its territories or possessions, Puerto Rico, or the Trust Territory of the Pacific Islands. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

K-8 52.219-2 SMALL DISADVANTAGED BUSINESS CONCERN REPRESENTATION (APR 1984)

a. Representation. The offeror represents that it ☐ is, ☐ is not a small disadvantaged business concern.

b. Definitions.

"Asian-Indian American," as used in this provision, means a United States citizen whose origins are in India, Pakistan, or Bangladesh.

"Asian-Pacific American," as used in this provision, means a United States citizen whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territory of the Pacific Islands, the Northern Mariana Islands, Laos, Cambodia, or Taiwan.

"Native Americans," as used in this provision, means American Indians, Eskimos, Aleuts, and native Hawaiians.

"Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR 121.

"Small disadvantaged business concern," as used in this provision, means a small business concern that (1) is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock owned by one or more socially and economically disadvantaged individuals and (2) has its management and daily business controlled by one or more such individuals.

c. Qualified groups. The offeror shall presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other individuals found to be qualified by the SBA under 13 CFR 124.1.

K-9 52.219-3 WOMEN-OWNED SMALL BUSINESS REPRESENTATION (APR 1984)

a. Representation. The offeror represents that it [] is, [] is not a women-owned small business concern.

b. Definitions.

"Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR 121.

"Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

K-10 52.222-21 CERTIFICATION OF NONSEGREGATED FACILITIES (APR 1984)

a. "Segregated facilities," as used in this provision, means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

b. By the submission of this offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

c. The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will--

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR
CERTIFICATIONS OF NONSEGREGATED FACILITIES.**

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

K-11 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (APR 1984)

The offeror represents that--

a. It [] has, [] has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114;

b. It [] has, [] has not, filed all required compliance reports; and

c. Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

K-12 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that (a) it [] has developed and has on file, [] has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it has [] has not [] previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

K-13 52.222-26 EQUAL OPPORTUNITY (APR 1984)

(a) If, during any 12-month period (including the 12 months preceding the award of this contract), the contractor has been or is awarded nonexempt Federal contracts and/or subcontracts that have in aggregate value in excess of \$10,000, the contractor shall comply with subparagraphs

(b)(1) through (11) below. Upon request, the contractor shall provide information necessary to determine the applicability of this clause.

(b) During performance of this contract, the contractor agrees as follows:

(1) The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

(2) The contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. This shall include, but not be limited to, (i) employment, (ii) upgrading, (iii) demotion, (iv) transfer, (v) recruitment or recruitment advertising, (vi) layoff or termination, (vii) rates of pay or other forms of compensation, and (viii) selection for training, including apprenticeship.

(3) The contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the contracting officer that explain this clause.

(4) The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(5) The contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.

(6) The contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.

(7) The contractor shall furnish to the contracting agency all information required by Executive Order 11246, as amended, and by the rules, regulations, and orders of the Secretary of Labor. Standard Form 100 (EEO-1), or any successor form, is the prescribed form to be filed within 30 days following the award, unless filed within 12 months preceding the date of award.

(8) The contractor shall permit access to its books, records, and accounts by the contracting agency or the Office of Federal Contract Compliance Programs (OFCCP) for the purposes of investigation to ascertain the contractor's compliance with the applicable rules, regulations, and orders.

(9) If the OFCCP determines that the contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts, under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the contractor as provided in

Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.

(10) The contractor shall include the terms and conditions of subparagraph (b) (1) through (11) of this clause in every subcontract or purchase order that is not exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor.

(11) The contractor shall take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing these terms and conditions, including sanctions for noncompliance; provided, that if the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of any direction, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

(c) Notwithstanding any other clauses in this contract, disputes relative to this clause will be governed by the procedures in 41 CFR 60-1.1.

K-14 52.223-1 CLEAN AIR AND WATER CERTIFICATION (APR 1984)

The offeror certifies that--

a. Any facility to be used in the performance of this proposed contract is [], is not [] listed on the Environmental Protection Agency List of Violating Facilities;

b. The offeror will immediately notify the contracting officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

c. The offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

K-15 52.223-5 CERTIFICATION REGARDING A DRUG-FREE WORKPLACE (JUL 1990)

(a) Definitions. As used in this provision,

"Controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

"Drug-free workplace" means the site(s) for the performance of work done by the contractor in connection with a specific contract at which employees of the contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

"Employee" means an employee of a contractor directly engaged in the performance of work under a Government contract. "Directly engaged" is defined to include all direct cost employees and any other contractor employee who has other than a minimal impact or involvement in contract performance.

"Individual" means an offeror/contractor that has no more than one employee including the offeror/contractor.

(b) By submission of its offer, the offeror, if other than an individual, who is making an offer that equals or exceeds \$25,000, certifies and agrees, that with respect to all employees of the offeror to be employed under a contract resulting from this solicitation, that, it will--no later than 30 calendar days after contract award (unless a longer period is agreed to in writing), for contracts of 30 calendar days or more performance duration; or as soon as possible for contracts of less than 30 calendar days performance duration, but in any case, by a date prior to when performance is expected to be completed--

(1) Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(2) Establish an ongoing drug-free awareness program to inform such employees about--

(i) The dangers of drug abuse in the workplace;

(ii) The contractor's policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance program; and

(iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Provide all employees engaged in performance of the contract with a copy of the statement required by subparagraph (b)(1) of this provision;

(4) Notify such employees in writing in the statement required by subparagraph (b)(1) of this provision, that as a condition of continued employment on the contract resulting from this solicitation, the employee will--

(i) Abide by the terms of the statement; and

(ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 calendar days after such conviction;

(5) Notify the contracting officer, in writing, within 10 calendar days after receiving notice under subdivision (b)(4)(ii) of this provision, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee; and

(6) Within 30 calendar days after receiving notice under subdivision (b)(4)(ii) of this provision of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:

(i) Take appropriate personnel action against such employee, up to and including termination; or

(ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(7) Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (b)(1) through (b)(6) of this provision.

(c) By submission of its offer, the offeror, if an individual who is making an offer of any dollar value, certifies and agrees that the offeror will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of the contract resulting from this solicitation.

(d) Failure to the offeror to provide the certification required by paragraphs (b) or (c) of this provision, renders the offeror unqualified and ineligible for award. (see FAR 9.104-1(g) and 19.602-1(a)(2)(i).)

(e) In addition to other remedies available to the Government, the certification in paragraphs (b) or (c) of this provision concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

K-16 52.232-11 EXTRAS (APR 1984)

Except as otherwise provided in this contract, no payment for extras shall be made unless such extras and the price therefor have been authorized in writing by the contracting officer.

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)
FAR VOL II para 52.203-2

The rates submitted herewith in the Schedule of Services and Rates for Personal Property, Basic Ordering Agreement Number _____, Modification Number _____, have been arrived at by _____, independently and without collusion with any other contractor. (Name of Company)

a. The offeror certifies that

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit an offer for the purpose of restricting competition.

b. Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs a (1) through a (3) above, or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs a (1) through a (3) above.

(insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision b (2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs a (1) through a (3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs a (1) through a (3) above.

Attachment 1

Certificate of Independent Price Determination (APR 1985) (Cont'd)

c. If the offerer deletes or modifies subparagraph a (2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

Name of Company

Date: _____

By: _____
(Title)

(Signature of person who formulated the rates)

(Signature of person who signed the Basic Ordering Agreement or the Modification submitted herewith.)

Given under my hand and seal of office this _____ day of _____ 19____.

(Notary Signature)

Notary Public in and for _____

(City & County)

(State)

SERVICE ORDER FOR PERSONAL PROPERTY

1. TO (Contractor)				2. FROM (Ordering Office)			
a. NAME				a. NAME			
b. ADDRESS (Street, City, State, ZIP Code)				b. ADDRESS (Street, City, State, ZIP Code)			
3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____, SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:							
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. BASIC ORDERING AGREEMENT NUMBER	
f. SERVICE ORDER NUMBER		g. LOT NUMBER		h. LOCATION OF PROPERTY (Street, City, State, ZIP Code)			
(1) OLD							
(2) NEW							
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE (YYYYMMDD)		k. STORAGE EXPIRATION DATE (YYYYMMDD)		l. ESTIMATED WEIGHT	
						m. WEIGHT IN STORAGE (ACTUAL)	
n. OWNER							
(1) NAME (Last, First, Middle Initial)				(2) PERMANENT ADDRESS (Street, City, State, ZIP Code)			
(3) PAY GRADE				(4) SSN			
4. NEW ACCOUNTS - SERVICES ORDERED							
a. PACKING ITEM I		b. SPECIAL SERVICES		c. DRAYAGE-IN ITEM III		d. HANDLING-IN ITEM IV	
		(1) WARDROBE - ITEM IIA		(2) EXPENSIVE/VALUABLE ITEM - ITEM IIB		e. STORAGE ITEM V	
RATE		NO.		RATE		RATE	
\$		\$		\$		\$	
5. REMOVAL ACTIONS							
a. APPROPRIATION IDENTITY		b. STORAGE REMOVAL DATE (YYYYMMDD)		c. DELIVERY ADDRESS (Street, City, State, ZIP Code)			
d. SERVICES ORDERED							
(1) HANDLING IN ITEM IV	(2) HANDLING OUT ITEM VI	(3) DRAYAGE-OUT ITEM VII		(4) UNPACKING ITEM VIII	(5) WEIGHT REHANDLED	(5) WEIGHT REMOVED	(5) WEIGHT REMAINING
RATE	RATE	ZONE		RATE			
\$	\$	\$		\$			
6. REMARKS							
7. SPECIAL INSTRUCTIONS							
a. MAIL INVOICES TO:							
b. STORAGE AUTHORITY:							
c. MAXIMUM WEIGHT CHARGEABLE TO GOVERNMENT LBS. Weight in excess of such maximum will be charged to the owner.							
d. ESTIMATED COST OF THE SERVICES IS \$. You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.							
e. ACCOUNTING CLASSIFICATION:							
8. CERTIFICATION (To be completed by Ordering Office)							
Commercial storage has been determined to be more economical than government storage.							
a. TYPED NAME (Last, First, Middle Initial)		b. TITLE		c. SIGNATURE		d. DATE SIGNED (YYYYMMDD)	

DD FORM 1164, SEP 1998 (EG)

Designed using Perform Pro, WHS/DIOR, Sep 98

PREVIOUS EDITION IS OBSOLETE

COPY DESIGNATION: ☒ Original ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7

CERTIFICATE OF WAREHOUSEMEN'S LEGAL LIABILITY INSURANCE
(DOD 4500.9-R)

This is to certify that a policy is now in force and includes insurance for Warehousemen's Legal Liability as required for property and accepted and stored under contract with any governmental agency under Public Law 87-649 (or any other subsequent to Public Law 245) provided in an amount not less than \$1.25 times the number of pounds in storage at the time of loss subject to the limit(s) of liability specified below. A minimum per lot limit of liability of \$1.25 times the net weight of the lot is mandatory.

INSTRUCTIONS. (Type all information except signature.)

1. a. NAME OF INSURANCE COMPANY	2. a. NAME OF CONTRACTOR
1. b. ADDRESS (street number, city, state, and zip code)	2. b. ADDRESS (street number, city, state, and zip code)
3. POLICY NUMBER	4. EFFECTIVE DATE (Mo/Day/Yr) (12:01 a.m. Standard Time at the place of issuance and continuing until cancelled as provided for in paragraph "5" below)
5. a. ADDRESS OF WAREHOUSE	5. b. LIMIT OF LIABILITY
1.	\$
2.	\$
3.	\$

Deductibles under this policy are applied on an occurrence basis and shall not exceed \$100.00. Deductible amount \$ _____. If the contractor may be liable, the company may be liable. If the contractor cannot or does not handle a claim, the company assumes responsibility to see that the claim receives prompt attention including the determination of the contractor's liability, and payment in full to the extent of that liability.

Lack of cooperation from the contractor for any reason (including contractor bankruptcy) is no defense. If necessary, the company shall seek from the claimant affidavits or other supporting documentation to permit a determination of liability.

When requested by the contracting officer, the company will provide, within thirty (30) days, a duplicate original of said policy and all endorsements thereto. The contracting officer reserves the right to reject certificates of insurance from insurance companies if they fail to provide adequate protection.

The certificate may not be cancelled without cancellation of said policy. Such cancellation or any material change may be effected by the company or the contractor only by giving thirty (30) days notice in writing to the _____

Such notice will commence to run from the date said notice is actually received.

Insurance and surety companies must be legally authorized to issue policies of warehousemen's legal liability insurance in each state that the contractor is authorized to operate or be authorized to issue such policies in the state in which the contractor has its principal place of business. The underwriter of warehousemen's legal liability insurance must have a policyholder's rating of "A" or better in Best's Insurance Guide.

ISSUING OFFICE

6. a. NAME OF INSURANCE COMPANY/UNDERWRITER/ AGENT	7. a. NAME OF AUTHORIZED INSURANCE COMPANY REPRESENTATIVE
6. b. ADDRESS (street number, city, state, and zip code)	7. b. SIGNATURE DATE (Mo/Day/Yr)
PHONE NO. (Area code)	

MT FORM 365-R, Nov 96
Attachment 3

EDITION OF SEP 87 IS OBSOLETE

TAG _____
COLOR _____ NOS. _____ THRU _____

NO. OF PAGES

CONTRACTOR OR CARRIER		AGENT		CARRIER'S REFERENCE NO.	
OWNER'S GRADE OR RATING AND NAME				CONTRACT OR GBL NO.	
ORIGIN LOADING ADDRESS		CITY		STATE	
DESTINATION				GOVT. SERVICE ORDER NO.	
VAN NUMBER					
DESCRIPTIVE SYMBOLS CP - Packed By Carrier PBO - Packed By Owner CD - Carrier Disassembled DBO - Disassembled by Owner PB - Professional Books PP - Professional Papers PE - Professional Equipment B&W - TV Black & White C - TV Color MCU - Mechanical Condition Unknown		EXCEPTION SYMBOLS BE - Bent BR - Broken BU - Burned CH - Chipped CU - Corroded and Condition Unknown D - Dented F - Faded G - Gouged L - Loose M - Marred MI - Mildew MO - Moisture P - Peeling R - Rubbed RU - Rusted SC - Scratched SH - Short SO - Soiled ST - Stained S - Stretched T - Torn W - Badly Worn Z - Cracked		LOCATION SYMBOLS 1. Arm 2. Bottom 3. Corner 4. Front 5. Left 6. Leg 7. Right 8. Right 9. Side 10. Top 11. Vaselet 12. Edge 13. Center 14. Seat 15. Drawer 16. Inside 17. Door 18. Shelf 19. Hardware	

[illegible]

REMARKS/EXCEPTIONS

IMPORTANT NOTICE

BEFORE SIGNING - CHECK SHIPMENT, COUNT ITEMS AND DESCRIBE LOSS OR DAMAGE IN SPACE ON THE
 TO INSPECT THIS SHIPMENT, YOU SHOULD CALL THIS TOLL FREE NUMBER, 800-348-3746.

"WE HAVE CHECKED ALL THE ITEMS LISTED AND NUMBERED ON THIS PAGE INCLUSIVE AND ACKNOWLEDGE THAT THIS IS A TRUE AND COMPLETE LIST OF THE GOODS TENDERED AND OF THE STATE OF THE GOODS RECEIVED."

AT ORIGIN	LOADING HAULER NAME & NUMBER (Signature)	DATE	AT DESTI- NATION	DELIVERING HAULER NAME & NUMBER (Signature)	DATE
	OWNER OR AUTHORIZED AGENT (Signature)	DATE		OWNER OR AUTHORIZED AGENT (Signature)	DATE

LOCATOR SHEET

NAME-RANK-SSAN LT R.H. McMOORE 064-20-5583
 LOT NO. 63890 (Red)
 SERVICE ORDER NR. F22607-76-M-20611
 ME ISSUING ACTIVITY TMO, SUPERSONIC AFB, UNDERALL, CENTRAL
 WAREHOUSE (Number & Address) 1234 NORTH/SOUTH AVE., NEW RISE, CENTRAL

PALLET NR.	OR	BOX NR.	LOCATION
		101 - A	2 - E - 8
		102 - B	2 - E - 9
		103 - C	2 - E - 10

Segretated Items O/S, Rugs, Pianos, Organs, Lawnmowers, Bicycles, Etc.

INV. ITEM NR.	ARTICLE	LOCATION
4	9 X 12 GREEN RUG	RUG TUBE 1 - A
5	9 X 12 RUG PAD	RUG TUBE 1 - B
6	RED SOFA 3 PLUSH IS N	RACK 2 - C - 8
7	FLOWER OF RUSTLED CHAIR	RACK 2 - C - 9
8	LAWNMOWER	OFFICE DECK

9 PIANO PIANO ROOM
 DATE INTO STORAGE 14 JULY 1979 TYPE STORAGE GOVT - BOA
 ITEMS IN PALLET OR BOX NR. 101 - A (CIRCLE) (BASIC ORDERING AGREEMENT)

①	16	31	46	61	76	91	106	121	136	151	166	181	196	211	226	241	256	271	286
②	17	③②	47	62	77	92	107	122	137	152	167	182	197	212	227	242	257	272	287
③	18	33	48	63	78	93	108	123	138	153	168	183	198	213	228	243	258	273	288
4	④⑨	34	49	64	79	94	109	124	139	154	169	184	199	214	229	244	259	274	289
5	⑤⑩	35	50	65	80	95	110	125	140	155	170	185	200	215	230	245	260	275	290
6	21	⑥⑪	51	66	81	96	111	126	141				201	216	231	246	261	276	291
7	22	37	52	67	82	97							202	217	232	247	262	277	292
8	23	38	53										203	218	233	248	263	278	293
9	24	39	54										204	219	234	249	264	279	294
⑩	⑤	④⑩	55				115	130	145	160	175	190	205	220	235	250	265	280	295
⑪	26	41	56	71	86	101	116	131	146	161	176	191	206	221	236	251	266	281	296
12	27	42	57	72	87	102	117	132	147									282	297
⑬	28	43	58	73	88	103	118	133	148									283	298
14	29	44	59	74	89	104	119	134	149									284	299
15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300

USE OF ITEM ACCOUNTABILITY PER
 PALLET IS RECOMMENDED. HOWEVER,
 ITS USE IS CONSIDERED OPTIONAL.

NAME LT R.H. McMOORE
 LOT NR. 63890 (Red)
 PIECE NR. 6
 SERVICE ORDER NR. F22607-76-M-20611

ANNUAL REVIEW REQUIREMENTS

As stated in Section C, clause C-1d, this Basic Ordering Agreement (BOA) shall be reviewed, as a minimum, annually. In order to accomplish this review, the contractor shall furnish the following information and documents to the contracting officer each year no later than 1 October:

- a. A copy of the latest complete fiscal year (12-month) financial statement (balance sheet and profit and loss statement), certified by either an independent public accountant or an official of the firm, that it truly and fully sets forth the financial condition of the firm. The statement must be in a format consistent with generally accepted accounting principles. "Cash Basis" statements are unacceptable.
- b. A certificate of insurance in effect (reference Section C, paragraph C-7H and attachment 3). If the present certificate on file with the Regional Storage Management Office (RSMO) is accurate, a new certificate is not required.
- c. A statement as to whether or not there have been organizational changes within the firm (e.g., change of name, ownership, officers, corporate structure, etc.) during the previous year and, if so, what the changes were. An authenticated copy of the minutes of each corporate meeting during which the change(s) was/were effected or approved shall be furnished with such notification, when applicable (reference Section C, paragraph C-7F).
- d. A copy of a lease in effect and/or evidence of ownership (e.g., tax receipt) for each storage location approved under the BOA. If present lease/evidence on file with the RSMO is current, a new lease/evidence is not required.
- e. The number of service employees (excluding clerical and sales personnel) routinely employed for work under this BOA.
- f. One signed copy of the current collective bargaining agreement(s) or a statement to the effect that none exist(s).

JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY

Privacy Act Statement

AUTHORITY:

The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 31 U.S.C. 3721 et seq., 31 U.S.C. 3711 et seq., and EO 9397, November 1943 (SSN).

PRINCIPLE PURPOSE(S):

The information requested is to be used in evaluating claims.

ROUTINE USE(S):

The information requested is used in the settlement of claims for loss, damage or destruction of personal property and recovery from liable third parties.

DISCLOSURE:

Voluntary; however, failure to supply the requested information or to execute the form may delay or otherwise hinder the payment of your claim.

GENERAL INSTRUCTIONS: The carrier's/contractor's representative will complete and sign DD Form 1840 and obtain the signature of the member or member's agent. The member or member's agent will not, under any circumstances, sign a blank or partially completed DD Form 1840. Three completed copies of DD Form 1840 and blank DD Forms 1840R will be provided the member or member's agent by the carrier's/contractor's representative for each shipment. If no loss or damage is involved, write "NONE" in description column.

SECTION A - GENERAL (To be completed by carrier/contractor)

1. NAME OF OWNER (Last, First, Middle Initial)		2. SOCIAL SECURITY NO.	3. RANK OR GRADE	4. NET WT OF SHIPMENT
5. ORIGIN OF SHIPMENT (City and State/Country)		6. DESTINATION OF SHIPMENT (City and State/Country)		
7. PPGBL/ORDER NUMBER	8. PICKUP DATE		9. NAME AND ADDRESS OF CARRIER/CONTRACTOR	
10. CODE OF SERVICE	11. SCAC	12. CARRIER/CONTR REF. NO.		

SECTION B - RECORD OF LOSS OR DAMAGE (To be completed jointly by member and carrier's/contractor's representative)

13. Notice is hereby given to the carrier/contractor to whom this statement is surrendered that the shipment was received in condition as shown below and the claim, if any, will be made for such loss or damage as indicated subject to further inspection and notification to the claims office within 70 days by DD Form 1840R found on the reverse side hereof. THE VALUE INDICATED IN BLOCK 14c IS TO BE USED FOR QUALITY CONTROL ONLY.

a. Inv. No.	b. Name of item	c. Description of loss or damage (If missing, so indicate)

14. ACKNOWLEDGMENT BY MEMBER OR AGENT (X and complete as applicable and sign below)		15. ACKNOWLEDGMENT BY CARRIER'S/CONTRACTOR'S REPRESENTATIVE (X and complete as applicable and sign below)	
a. I received my property in apparently good condition except as indicated above. A continuation sheet <input type="checkbox"/> was <input type="checkbox"/> was not used.		a. Property was delivered in apparently good condition except as otherwise noted above.	
b. Unpacking and removal of packing material, boxes, cartons, and other debris <input type="checkbox"/> is <input type="checkbox"/> is not waived.		b. I will initiate tracer action for missing items.	
c. I estimate the amount of my loss and/or damage at \$		c. Name of delivering carrier/agent/contractor	
d. I have received three copies of this form. I understand that I have 70 days to list any further loss and/or damages on the back of this form and give this to the nearest claims office, and that failure to do so may result in my being paid a smaller amount on a claim.			
e. Telephone Number	f. Date Signed	d. Storage in transit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
g. Signature		e. Signature	f. Date Signed

NOTICE OF LOSS OR DAMAGE

INSTRUCTIONS TO MEMBER: You have up to 70 days to inspect your property and note all loss or damage. Should you find any loss or damage not reported on DD Form 1840 at the time of delivery, complete Section A below. Use only ball-point pen or typewriter. **THE COMPLETED FORM MUST BE DELIVERED TO YOUR LOCAL CLAIMS OFFICE NOT LATER THAN 70 DAYS FROM DATE OF DELIVERY. FAILURE TO DO SO MAY RESULT IN A REDUCTION OF THE AMOUNT PAYABLE ON YOUR CLAIM.** Keep a copy of this form for your records, receipted and dated by the claims office. If more than one page is needed, please number the pages.

SECTION A - (To be completed by member)

1. **STATEMENT OF PROPERTY LOSS OR DAMAGE:** You are hereby notified of the loss or damage in the following shipment of personal property.

1. STATEMENT OF PROPERTY LOSS OR DAMAGE: You are hereby notified that this form is required by the Federal Motor Carrier Safety Administration (FMCSA) for all interstate motor carriers.		
a. Name of Member (Last, First, Middle Initial)	b. PPGBL/Order Number	c. Date of Delivery
d. Origin of Shipment (City and State/Country)	e. Destination of Shipment (City and State/Country)	

f. You are further notified that property owner intends to present a claim for this loss and/or damage. You are hereby extended an opportunity to inspect the property.

2. LIST OF PROPERTY LOSS / DAMAGE (NOTE: Tracer action is requested for items listed as missing)

[illegible]**SECTION B - (To be completed by claims office)**

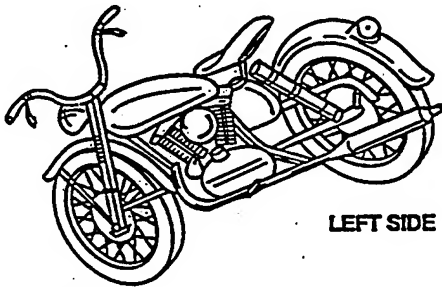
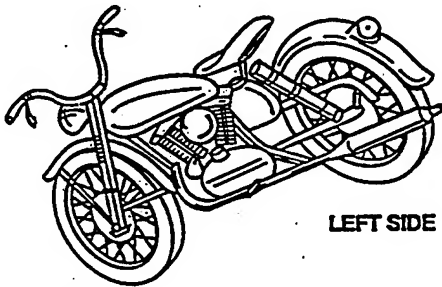
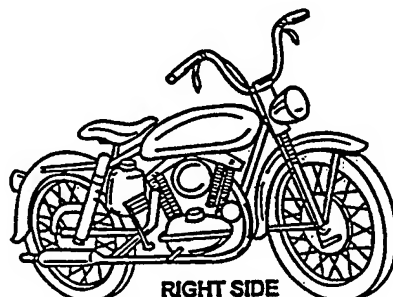
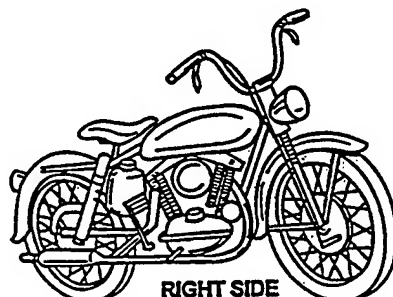
(NOTE: Mail original to home office of carrier/contractor listed in item 9 on DD Form 1840)

3. TO (Home Office of Carrier/Contractor)

<p>a. Name and Address (Street Address, City, State, and ZIP Code)</p>	<p>b. Date of Dispatch</p>
--	----------------------------

4. YOUR REPRESENTATIVE MAY CONTACT THIS CLAIMS OFFICE FOR ASSISTANCE

a. Name and Address of Claims Officer	b. Signature	
	c. Date Signed	d. Telephone Number

PRIVATE VEHICLE SHIPPING DOCUMENT FOR MOTORCYCLE																
1. DOC ID (1-3) TP1		2. CONTAINER NO. (4-6)		3. COMMODOR (5-14)		4. COMM-EX (15-19)		5. POE (21-23)								
6. TRANSPORTATION CONTROL NUMBER (20-44)		8. CONSIGNEE (47-62)		10. RDO (54-66)		11. TR ACCOUNT (64-67)		12. PIECES (68-71)								
14. CUBE (77-78)		15. DOC ID (1-3) TP8		16. POV YR. MAKE (9-14)		17. OWNER'S LAST NAME (54-66)		18. F & M (67-68)								
19. GRADE (69-70)		20. STATE (71-72)		21. LICENSE NUMBER (73-77)		22. COLOR (78-80)		23. BODY TYPE								
24. GOMETER READING		25. VESSEL (Voyage Number)		26. AUTHORIZATION CHARGES PAID, ETC.		27. DATE LOADED (YYYYMMDD)										
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES												
30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted. a. DATE (YYYYMMDD) b. SIGNATURE OF OWNER OR AGENT c. NAME OF AGENT (Last, First, Middle Initial (Print)) d. STREET ADDRESS e. CITY, STATE, AND ZIP CODE				f. (1) USER CODE		(2) INSPECTION		(3) DATE (YYYYMMDD)								
				X		(a) Turn in Joint Inspection - owner/agent & Government representative										
				T		(b) POE use (Optional)										
				□		(c) POE check in stow/condition when stuffed in container										
				◇		(d) POO check in stow/condition when removed from container										
				○		(e) Release of custody by discharge stow/dore										
				*		(f) POO use (Optional)										
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation. 31. AFTER INITIAL INSPECTION, RECORD ONLY MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.																
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  FRONT </div> <div style="text-align: center;">  LEFT SIDE </div> <div style="text-align: center;">  REAR </div> <div style="text-align: center;">  RIGHT SIDE </div> </div>																
32. ENTRY NUMBER (US Customs use only)																
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>POV CONDITION CODES</td> <td>BE - Bent BR - Broken CH - Chipped</td> <td>CR - Cracked DE - Dent GO - Gouged</td> <td>LO - Loose MA - Marred MG - Missing</td> <td>MI - Mildewed PF - Paint Faded RS - Rusted</td> <td>RJ - Rubbed SC - Scratched SO - Soiled</td> <td>TO - Torn WO - Badly Worn</td> </tr> </table>										POV CONDITION CODES	BE - Bent BR - Broken CH - Chipped	CR - Cracked DE - Dent GO - Gouged	LO - Loose MA - Marred MG - Missing	MI - Mildewed PF - Paint Faded RS - Rusted	RJ - Rubbed SC - Scratched SO - Soiled	TO - Torn WO - Badly Worn
POV CONDITION CODES	BE - Bent BR - Broken CH - Chipped	CR - Cracked DE - Dent GO - Gouged	LO - Loose MA - Marred MG - Missing	MI - Mildewed PF - Paint Faded RS - Rusted	RJ - Rubbed SC - Scratched SO - Soiled	TO - Torn WO - Badly Worn										
33. INTERIOR CONDITION			34. ACCESSORIES			35. PROCESSING SERVICE										
a. FRONT SEATS			a. CATALYTIC CONVERTER/PELLETS			a. ADD/DRAIN FUEL										
b. REAR SEAT			b. SIDE MIRRORS			b. CONNECT/DISCONNECT BATTERY										
c. REAR MIRROR			c. ANTENNA			c. PACK ACCESSORIES										
d. FRONT SEAT BELTS			d. FAN BELT			d. OTHER										
e. REAR SEAT BELTS			e. FENDER SIGNS													
f. ASH TRAYS			f. FIRE EXTINGUISHER													
g. FLOOR MATS			g. FIRST AID KITS													
h. DOOR PANELS			h. CIGARETTE LIGHTER													
i. ARM RESTS			i. HAND TOOLS/FLASHLIGHT													
j. REAR SPEAKERS (Additional)			j. MUD CAPS													
k. CUSHION			k. JACK/LOG WRENCH													
l. UPHOLSTERY			l. JUMPER CABLES													
m. RADIO (AM, FM, Tape)			m. LUGGAGE RACK													
n. CB RADIO			n. BLANKET													
o. CARPET			o. WARNING TRIANGLE/TROUBLE LIGHT													
p. CLOCK			p. SPARE TIRE													
36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box)																
THE MOTORCYCLE DESCRIBED ABOVE:																
a. Was manufactured after January 1, 1978 and does not have a manufacturers label affixed certifying its conformance with US EPA emissions standards. The owner must post a bond with US Customs prior to vehicle release at the US Port of Entry.																
b. Was manufactured after January 1, 1978 and does have a manufacturers label affixed certifying its conformance with US EPA emissions standards.																
c. Is not subject to the regulations under the Clean Air Act because it was manufactured before January 1, 1978.																

DD FORM 788-2, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WWS/DOR

APPENDIX BI

MULTI-SERVICE PUBLICATIONS FOR DOD PERSONAL PROPERTY SHIPMENT AND STORAGE PROGRAM

1. Regulations Common To, or In Use By, All DoD Components.

AR 55-12, "Movement of Units in Air Force Aircraft"

AR 55-38/NAVSUPINST 4610.33/AFR 75-18/MCO P4510.19A/DSAR 4500.15,
"Reporting of Transportation Discrepancies in Shipments"

AR 55-60/NAVSO P-2471/AFM 177-135, "Official Table of Distances, CONUS, Alaska,
Hawaii, Canada, Canal Zone, Central America, Mexico, and Puerto Rico"

AR 55-61/NAVSO P-2472/AFM 177-136, "Official Table of Distances-Foreign Travel"

AR 55-355/AFR 75-2/NAVSUPINST 4600.70/MCO P4600.14A/DSAR 4500.3, DTMR

AR 735-11-2/AFR 400.54/MCO P4030.29/NAVSUP PUB 378/DSAR 4145.6, "Reporting
of Item and Packaging and Discrepancies."

AFR 76-11, "US Government Rate Tariff"

ATF 5300.5, Firearm Regulations (Department of the Treasury, Bureau of
Alcohol, Tobacco, and Firearms)

DoD 4000.25-D, "Part I and II, DOD Activity Address Directory (DoDAAD)"

DoD 4500.32-R, "Military Standard Transportation and Movement Procedures
(MILSTAMP)"

DoD 4500.34-R, "Personal Property Traffic Management Regulation (PPTMR)," also
MTMC Letters, Messages

DoD 5030.49-R, "Customs Inspection"

DOD GEN 42A/AFP 75-52/NAVSUPPUB 590, "Shipping Your POV"

DOD GEN 43/DA Pam 740-2/NAVSUP 591/AFP 75-44/MCO 4600.35B/COMDTPUB
P4640.4, "Moving Your Mobile Home"

DOD PA-13A/DA Pam 55-2/AFP 75-45/NAVMC 2668/COMDTPUB P4050.5/NAVSUP
PUB 380, "It's Your Move"

DoD Pamphlet - 13, DA 55-2/NAVSUP 3801AFP 75-45/NAVMC 2668/CG 426

Joint Federal Travel Regulations, Volume I

Joint Travel Regulations, Volume II

Personal Property Consignment Instruction Guide Worldwide

Transportation Operational Personal Property Standard System (TOPS) User Manual

Revised Interstate Commerce Act

Title 49, Code of Federal Regulation, Transportation

2. Specifications

PPP-B-580, Box, Wood, HHG

PPP-B-601, Box, Cleated, Plywood

PPP-B-636, Box, Fiberboard

PPP-B-640, Box, Fiberboard, Corrugated, Triple Wall

MIL-C-52950, Crate, Wood, Open and Covered

PPP-B-1364, Box, Corrugated, Fiberboard, High Strength, Weather-Resistant
Double-Wall

3. Commercial Publications in Use Generally

"Air Tariffs"

"Official Motor Carrier Directory"

"Bullinger's Postal and Shipper's Guide"

"Directory of Post Offices, POD 26"

"HHG Carriers' and/or Movers' and Warehousemen's Association Participating
Carrier Tariffs"

"Household Goods Carrier Bureau, Mileage Guide"

"Road Atlas"

"Stanley G. Alexander's Appliance Servicing Manual"

"Woodall's Mobile Home Park Directory"

4. Regulations Required by the Army

AR 27-20, "Claims"

AR 37-35, "Fiscal Accounting for PCS Moves Chargeable to Appropriation,
Military Personnel, Army"

AR 55-28, "Port Call Procedures"

AR 55-47, "Use of U.S. Owned Foreign Currencies in the Procurement of
Transportation and Related Costs"

AR 55-71, "Transportation of Personal Property and Related Services"

AR 55-14, "Transportation Transactions, Army Management Fund"

AR 310-10, "Orders"

DA Circulars, 55 Series

5. Regulations Required By The Navy

JAG Instructions P5800.7 (Series), Manual of the JAG, Department of the
Navy

NAVSUP Manual, Appendix A to Volume V

NAVSUP PUB 490, "Transportation of Personal Property"

NAVCOMPT Manual, Volumes 2 and 7

BUPERS Instruction 4650.14 (Series), "Transportation from the United States of
Overseas Destinations for Navy Military Personnel, Navy Civilian Employees, U.S.
Coast Guard Military Personnel, U.S. Coast Guard Civilian Employees, Other
Navy-Sponsored Personnel, and Qualified Dependents of the Above Principal Members"

Naval Speedletters

6. Regulations Required By The Marine Corps

MCBUL 4610, "Cargo and Personal Property Transportation Accounting Data for Fiscal
Year 19 " (When requesting this bulletin, cite the complete title, including the fiscal
year.)

MCO 1300.8L, "Overseas Tours of Duty and Overseas Movement of Dependents"

MCO P4600.7C, "Marine Corps Transportation Manual"

MCO 4050.41A, "Do-It-Yourself Method of Moving Personal Property"

7. Regulations Required By The Air Force

AFM 75-305, "Personal Property Movement and Storage System."

AFM 75-13, "AF Activity Address Codes (Name/Organization or Code)"

AFM 112-1, "Air Force Claims Manual"

AFP 75-45, "It's Your Move"

AFR 75-12, "Border Clearance, Customs, and other Entry Requirements and Related Areas"

AFR 75-17, "Operational Policies and Procedures--Nontemporary Storage Household Goods Accounts"

AFR 75-25, "Movements and Storage of Personal Property"

AFR 75-46, "Quality Control of Personal Property."

MAC Manual 76-1

APPENDIX BJ

TRANSIT TIMES FOR DOMESTIC TGBL HOUSEHOLD GOODS SHIPMENTS INCLUDING ALASKA

CODE 1 (MOTOR VAN)

CODE 2 (CONTAINER)

The transit times were developed by MTMC in coordination with the military service headquarters and industry and are based on actual transportation experience, capabilities, and schedules. Normally, these are the minimum times which should be applied when constructing required delivery dates (RDDs). However, sound traffic management principles, the needs of the member, existing policies and individual carrier's capabilities should apply.

In determining the RDD in conjunction with the transit time, the day after pickup is counted as the first day of transit time. In cases of multiple pickups for consolidated shipments, the first day of the transit time shall be the day after the last shipment pickup. Transit times shall be measured in calendar days (Saturdays, Sundays, and holidays are counted as part of the transit time). The day of pickup and the day of the delivery shall not be scheduled on Saturdays, Sundays, or holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. A lesser transit time may be applied by a transportation officer to satisfy the needs of the DOD member when valid reasons exist and proper justification is provided. When assigning a transit time less than that published in this appendix, the PPSO must advise the origin agent of the opportunity to accept or refuse the shipment. A carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement. Also, these transit times should not be considered as the maximum allowable when constructing the RDD.

These transit times must be used in conjunction with items listed in Chapter 402, to determine appropriate delivery dates which will satisfy the DOD member.

TRANSIT TIME IN DAYS

WEIGHT

<u>MILES</u>	1 to <u>999 lbs</u>	1000 to <u>1999 lbs</u>	2000 to <u>3999 lbs</u>	4000 to <u>7999 lbs</u>	Over <u>8000 lbs</u>
1 - 250	8 days	7 days	6 days	5 days	4 days
251 - 500	10 days	9 days	7 days	6 days	5 days
501 - 750	12 days	11 days	9 days	8 days	7 days
751 - 1000	14 days	12 days	10 days	9 days	8 days
1001 - 1250	15 days	13 days	11 days	10 days	9 days
1251 - 1500	16 days	14 days	12 days	11 days	10 days
1501 - 1750	17 days	15 days	13 days	12 days	11 days
1751 - 2000	18 days	16 days	14 days	13 days	12 days
2001 - 2250	19 days	17 days	15 days	14 days	13 days
2251 - 2500	20 days	18 days	16 days	15 days	14 days
2501 - 2750	21 days	19 days	17 days	16 days	15 days
2751 - 3000	22 days	20 days	18 days	17 days	16 days
3001 - 3250	23 days	21 days	19 days	18 days	17 days
3251 - 3500	24 days	22 days	20 days	19 days	18 days
3501 - 3750	25 days	23 days	21 days	20 days	19 days
3751 - 4000	26 days	24 days	22 days	21 days	20 days
4001 - 4250	27 days	25 days	23 days	22 days	21 days
4251 - 4500	28 days	26 days	24 days	23 days	22 days
4501 - 4750	29 days	27 days	25 days	24 days	23 days
4751 - 5000	30 days	28 days	26 days	25 days	24 days

<u>MILES</u>	<u>1 to 999 lbs</u>	<u>1000 to 1999 lbs</u>	<u>2000 to 3999 lbs</u>	<u>4000 to 7999 lbs</u>	<u>Over 8000 lbs</u>
5001 - 5250	31 days	29 days	27 days	26 days	25 days
5251 - 5500	32 days	30 days	28 days	27 days	26 days
5501 - 5750	33 days	31 days	29 days	28 days	27 days
5751 - 6000	34 days	32 days	30 days	29 days	28 days
6001 - 6250	35 days	33 days	31 days	30 days	29 days
6251 - 6500	36 days	34 days	32 days	31 days	30 days
6501 - 6750	37 days	35 days	33 days	32 days	31 days
6751 - 7000	38 days	36 days	34 days	33 days	32 days

NOTE: For shipments to and from Alaska, transit times are constructed as follows:

a. For shipments to and from Anchorage, Fairbanks, and all other Alaska points (except Adak, Kodiak, Juneau, Ketchikan, Sitka, and other cities located in the vicinity of these cities), ADD an additional 10 days for time in port to the applicable days shown above.

b. For shipments to and from Adak, Kodiak, Juneau, Ketchikan, Sitka, and other cities located in the vicinity of these cities ADD an additional 20 days for time in port to the applicable days shown above.

APPENDIX BK

TRANSIT TIMES FOR INTERNATIONAL TGBL AND DPM HOUSEHOLD GOODS SHIPMENTS BETWEEN CONUS AND OVERSEAS

1. The transit times were developed by MTMC in coordination with the military service headquarters and industry and are based on actual transportation experience, capabilities, and schedules. Normally, these are the minimum times which should be applied when constructing required delivery dates (RDDs). However, sound traffic management principles, the needs of the member, existing policies, and individual carrier's capabilities should apply.
2. In determining the RDD in conjunction with the transit time, the day after pickup is counted as the first day of transit time. In cases of multiple pickups for consolidated shipments, the first day of the transit time shall be the day after the last shipment pickup. Transit times shall be measured in calendar days (Saturdays, Sundays and holidays are counted as part of the transit time). The day of pickup and the day of the delivery shall not be scheduled on Saturdays, Sundays, or holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. A lesser transit time may be applied by a transportation officer to satisfy the needs of the DOD member when valid reasons exist and proper justification is provided. When assigning a transit time less than that published in this appendix, the PPSO must advise the origin agent of the opportunity to accept or refuse the shipment. A carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement. Also, these transit times should not be considered as the maximum allowable when constructing the RDD.
3. Figure BK-1 provides separate transit time standards for carrier and Government segments for Code T TP-2 shipments. The three columns identified as A, B and C, are applicable to Code T/TP-2 shipments. Column A is the carrier standard and represents the total amount of time a carrier has to include packing/pickup, and transportation to/from the aerial ports of embarkation/debarkation. Column B represents the total amount of time allotted to Air Mobility Command (AMC) from receipt of the shipment from the origin carrier to delivery of the shipment to the destination carrier. Column C is the total of Columns A and B.
4. Segmented times enable Personal Property Shipping Office's (PPSO) to determine whether the carrier, AMC, or both are responsible for missed required delivery dates (RDD). The carriers responsibility to prove they are not accountable for missed RDD's will remain unchanged. When reviewing carrier appeals claiming RDD's were missed due to delays by AMC. PPSO's can use Transportation Control and Movement Documents, or cargo manifests that show the release information to and from the AMC system as valid receipts describing time in the AMC system.
5. The following is an example of how to use the segmented times:

a. The carrier has 30 days and the Defense Transportation System (DTS) has 14 days, for a total time of 44 days. If the shipment misses the RDD by 7 days, the carrier will be considered responsible, subject to appeal. The carrier, by documenting time into and out of aerial ports, might show the DTS took 17 days. In this example, since the DTS is only allowed 14 days, 3 of the 7 days would be charged to the DTS and 4 days to the carrier.

b. In the event PPSO's assign transit times either greater or less than the amount in this Appendix, the time will be added to (if greater) or subtracted (if less) from the carriers allotted time. The DTS time will be considered constant.

EXAMPLE: The transit time chart gives the carrier 30 days, and the DTS has 14 days. If the PPSO establishes a transit time of 49 days, the carrier would be allowed 35 days and the DTS 14 days. Alternatively, if the PPSO establishes a transit time of 39 days, the carrier would be allowed 25 days and the DTS 14 days.

RATE AREA DEFINITIONS

ALS-1	ALASKA, ZONE I
ALS-2	ALASKA, ZONE II
AR	ARGENTINA
AS11	AUSTRALIA, CANBERRA
AS21	AUSTRALIA, ALC SP WMRA
AS71	AUSTRALIA, HAROLD HOLT
BD	BERMUDA
BE	BELGIUM
BL	BOLIVIA
BR	BRAZIL
CA10	NEWFOUNDLAND
CI	CHILE
CO	COLOMBIA
CS	COSTA RICA
CU	CUBA
EC	ECUADOR
ES	EL SALVADOR
GE	GERMANY
GQ	GUAM ISLAND-US
GR29	CRETE
GT	GUATEMALA
HO	HONDURAS
IC	ICELAND
IT	ITALY
IT10	SICILY
IT20	SARDINIA
JA01	JAPAN, CENTRAL
JA02	JAPAN, SOUTH
JA03	JAPAN, NORTH
JA96	OKINAWA
KS	KOREA
NL	NETHERLANDS
NO	NORWAY
PA	PARAGUAY
PE	PERU
PN	PANAMA
PO	PORTUGAL
P001	AZORES
RP	PHILIPPINES
RP06	PHILIPPINES, SUBIC BAY
RQ	PUERTO RICO
SP	SPAIN
TU	TURKEY
UK	UNITED KINGDOM
UK76	SCOTLAND
US89	HAWAII
UY	URUGUAY
VE	VENEZUELA

RND INTER/INTRA-THEATER TRANSIT TIMES GUIDE (CONT 1)

DESTINATION

ORIGIN	AS-1	AS-2	AS-3	AZ	BE	CR	CE-M	CE-S	CA	CO	HI	II	JAN-C	JAN-M	JAN-S	KS	HL	LM	RP	II-SAR	SP	RP-SU	TU	UK
AUSTRALIA-1	53	50	50	52	40	20	25	27	26	31	37	30	39	35	35	35	35	35	34	34	54	37	59	53
AUSTRALIA-2	50	51	51	51	52	31	31	32	31	31	32	32	36	32	32	32	32	32	31	31	51	34	56	60
AUSTRALIA-3	50	51	51	51	52	31	31	32	31	31	32	32	36	32	32	32	32	32	31	31	51	34	56	50
AZORES	52	40	40	20	25	27	26	26	31	37	30	39	35	35	35	35	35	35	34	34	26	46	31	26
BELGIUM	30	30	30	30	30	30	30	30	31	37	30	39	35	35	35	35	35	35	34	34	26	46	31	26
CRETE	26	20	20	20	20	20	20	20	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	27
GERMANY-NORTH	54	51	51	51	51	51	51	51	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29
GERMANY-SOUTH	55	52	52	52	52	52	52	52	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
GREECE	28	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31
GUAM	34	31	31	31	31	31	31	31	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
HAWAII	37	34	34	34	34	34	34	34	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
ITALY	34	31	31	31	31	31	31	31	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44
JAPAN-CENTRAL	30	36	36	36	36	36	36	36	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31
JAPAN-NORTH	35	32	32	32	32	32	32	32	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31
JAPAN-SOUTH	44	41	41	41	41	41	41	41	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36
KOREA-REPUBLIC	35	32	32	32	32	32	32	32	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31
NETHERLANDS	20	20	20	20	20	20	20	20	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
OKINAWA (JAPAN)	36	33	33	33	33	33	33	33	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29
PHILIPPINES	34	31	31	31	31	31	31	31	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
SARDINIA (ITALY)	34	31	31	31	31	31	31	31	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44
SICILY (ITALY)	34	31	31	31	31	31	31	31	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44
SPAIN	34	31	31	31	31	31	31	31	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
SUBIC BAY (RP)	37	34	34	34	34	34	34	34	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
TURKEY	59	56	56	56	56	56	56	56	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33
UNITED KINGDOM	53	50	50	50	50	50	50	50	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31

DOD INTER/INTRA-THEATER TRANSIT TIMES GUIDE (CODE 6)

DESTINATION

ORIGIN	AK-1	AK-2	AS-3	AZ	BD	CR	GE-1	GE-5	GE-	BERLIN	GR	GQ	HI	IT	JAN-C	JAN-H	JAN-S	KS	HL	OK	PH	RP	RO	IT-SAR	SC	IT-SIC	SP	RP-SU	TU	UK
ALASKA-ZONE 1																														
ALASKA-ZONE 2																														
AUSTRALIA-3																														
AZORES																														
BERMUDA																														
CRETE																														
GERMANY-NORTH																														
GERMANY-SOUTH																														
GERMANY-BERLIN																														
GREECE																														
GUAM																														
HAWAII																														
ITALY																														
JAPAN-CENTRAL																														
JAPAN-NORTH																														
JAPAN-SOUTH																														
KOREA-REPUBLIC																														
NETHERLANDS																														
OKINAWA (JAPAN)																														
PANAMA																														
PHILIPPINES																														
PUERTO RICO																														
SARDINIA (ITALY)																														
SCOTLAND																														
SICILY (ITALY)																														
SPAIN																														
SUBIC BAY (RP)																														
TURKEY																														
UNITED KINGDOM																														

T/TP2 BETWEEN: AR AND:	A	B	C	T/TP2 BETWEEN: AND:	A	B	C
US11 ME	17	25	42	US11 MS	17	25	42
US12 NM	17	25	42	US12 NM	17	25	42
US13 VT	17	25	42	US13 VT	17	25	42
US14 MA	16	25	41	US14 MA	16	25	41
US15 RI	15	25	40	US15 RI	15	25	40
US16 CT	15	25	40	US16 CT	15	25	40
US17 NY	17	25	42	US17 NY	17	25	42
US19 NJ	15	25	40	US19 NJ	15	25	40
US20 PA	16	25	41	US20 PA	16	25	41
US22 DE	14	25	39	US22 DE	14	25	39
US23 MD	14	25	39	US23 MD	14	25	39
US24 DC	14	25	39	US24 DC	14	25	39
US25 VA	14	25	39	US25 VA	14	25	39
US27 WV	15	25	40	US27 WV	15	25	40
US28 KY	15	25	40	US28 KY	15	25	40
US30 MI	19	25	44	US30 MI	19	25	44
US32 WI	20	25	45	US32 WI	20	25	43
US33 OH	16	25	41	US33 OH	16	25	41
US35 IN	16	25	41	US35 IN	16	25	41
US38 IL	17	25	42	US38 IL	17	25	42
US40 NC	13	25	38	US40 NC	13	25	38
US42 TN	15	25	40	US42 TN	15	25	40
US44 SC	13	25	38	US44 SC	13	25	38
US45 GA	13	25	38	US45 GA	13	25	38
US47 AL	13	25	38	US47 AL	13	25	38
US48 MS	15	25	40	US48 MS	15	25	40
US49 FL-N	14	25	39	US49 FL-N	14	25	39
US496FL-S	15	25	40	US496 FL-6	15	25	40
US50 MN	21	25	46	US50 MN	21	25	46
US51 ND	21	25	46	US51 ND	21	25	46
US52 SD	20	25	45	US52 SD	20	25	45
US53 LA	18	25	43	US53 LA	18	25	43
US55 NE	19	25	44	US55 NE	19	25	44
US56 MO	17	25	42	US56 MO	17	25	42
US58 KS	19	25	44	US58 KS	19	25	44
US60 AR	16	25	41	US60 AR	16	25	41
US62 OK	19	25	44	US62 OK	19	25	44
US64 LA	16	25	41	US64 LA	16	25	41
US66 TX-N	19	25	44	US66 TX-N	19	25	44
US68 TX-S	19	25	44	US68 TX-S	19	25	44
US70 MT	22	25	47	US70 MT	22	25	47
US72 WY	21	25	46	US72 WY	21	25	46
US74 CO	21	25	46	US74 CO	21	25	46
US76 UT	22	25	47	US76 UT	22	25	47
US77 NM	21	25	46	US77 NM	21	25	46
US79 AZ	21	25	46	US79 AZ	21	25	46
US83 ID	23	25	48	US83 ID	23	25	48
US84 WA	23	25	48	US84 WA	23	25	48
US85 OR	23	25	48	US85 OR	23	25	48
US86 NV	23	25	48	US86 NV	23	25	48
US87 CA-N	23	25	48	US87 CA-N	23	25	48
US88 CA-S	22	25	47	US88 CA-S	22	25	47

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

T/TP2 BETWEEN: AR AND:	A	B	C	T/TP2 BETWEEN: CI AND:	A	B	C
US11 ME	17	25	42	US11 MS	17	25	42
US12 NH	17	25	42	US12 NH	17	25	42
US13 VT	17	25	42	US13 VT	17	25	42
US14 MA	16	25	41	US14 MA	16	25	41
US15 RI	15	25	40	US15 RI	15	25	40
US16 CT	15	25	40	US16 CT	15	25	40
US17 NY	17	25	42	US17 NY	17	25	42
US19 NJ	15	25	40	US19 NJ	15	25	40
US20 PA	16	25	41	US20 PA	16	25	41
US22 DE	14	25	39	US22 DE	14	25	39
US23 MD	14	25	39	US23 MD	14	25	39
US24 DC	14	25	39	US24 DC	14	25	39
US25 VA	14	25	39	US25 VA	14	25	39
US27 WV	15	25	40	US27 WV	15	25	40
US28 KY	15	25	40	US28 KY	15	25	40
US30 MI	19	25	44	US30 MI	19	25	44
US32 WI	20	25	45	US32 WI	20	25	43
US33 OH	16	25	41	US33 OH	16	25	41
US35 IN	16	25	41	US35 IN	16	25	41
US38 IL	17	25	42	US38 IL	17	25	42
US40 NC	13	25	38	US40 NC	13	25	38
US42 TN	15	25	40	US42 TN	15	25	40
US44 SC	13	25	38	US44 SC	13	25	38
US45 GA	13	25	38	US45 GA	13	25	38
US47 AL	13	25	38	US47 AL	13	25	38
US48 MS	15	25	40	US48 MS	15	25	40
US49 FL-N	14	25	39	US49 FL-N	14	25	39
US496FL-S	15	25	40	US496 FL-6	15	25	40
US50 MN	21	25	46	US50 MN	21	25	46
US51 ND	21	25	46	US51 ND	21	25	46
US52 SD	20	25	45	US52 SD	20	25	45
US53 IA	18	25	43	US53 LA	18	25	43
US55 NE	19	25	44	US55 NE	19	25	44
US56 MO	17	25	42	US56 MO	17	25	42
US58 KS	19	25	44	US58 KS	19	25	44
US60 AR	16	25	41	US60 AR	16	25	41
US62 OK	19	25	44	US62 OK	19	25	44
US64 LA	16	25	41	US64 LA	16	25	41
US66 TX-N	19	25	44	US66 TX-N	19	25	44
US68 TX-S	19	25	44	US68 TX-S	19	25	44
US70 MT	22	25	47	US70 MT	22	25	47
US72 WY	21	25	46	US72 WY	21	25	46
US74 CO	21	25	46	US74 CO	21	25	46
US76 UT	22	25	47	US76 UT	22	25	47
US77 MN	21	25	46	US77 MN	21	25	46
US79 AZ	21	25	46	US79 AZ	21	25	46
US83 ID	23	25	48	US83 ID	23	25	48
US84 WA	23	25	48	US84 WA	23	25	48
US85 OR	23	25	48	US85 OR	23	25	48
US86 NV	23	25	48	US86 NV	23	25	48
US87 CA-N	23	25	48	US87 CA-N	23	25	48
US88 CA-S	22	25	47	US88 CA-S	22	25	47

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

T/TP2 BETWEEN: CO AND:	A	B	C	T/TP2 BETWEEN: CS AND:	A	B	C
US11 ME	17	25	42	US11 MS	17	25	42
US12 NH	17	25	42	US12 NH	17	25	42
US13 VT	17	25	42	US13 VT	17	25	42
US14 MA	16	25	41	US14 MA	16	25	41
US15 RI	15	25	40	US15 RI	15	25	40
US16 CT	15	25	40	US16 CT	15	25	40
US17 NY	17	25	42	US17 NY	17	25	42
US19 NJ	15	25	40	US19 NJ	15	25	40
US20 PA	16	25	41	US20 PA	16	25	41
US22 DE	14	25	39	US22 DE	14	25	39
US23 MD	14	25	39	US23 MD	14	25	39
US24 DC	14	25	39	US24 DC	14	25	39
US25 VA	14	25	39	US25 VA	14	25	39
US27 WV	15	25	40	US27 WV	15	25	40
US28 KY	15	25	40	US28 KY	15	25	40
US30 MI	19	25	44	US30 MI	19	25	44
US32 WI	20	25	45	US32 WI	20	25	43
US33 OH	16	25	41	US33 OH	16	25	41
US35 IN	16	25	41	US35 IN	16	25	41
US38 IL	17	25	42	US38 IL	17	25	42
US40 NC	13	25	38	US40 NC	13	25	38
US42 TN	15	25	40	US42 TN	15	25	40
US44 SC	13	25	38	US44 SC	13	25	38
US45 GA	13	25	38	US45 GA	13	25	38
US47 AL	13	25	38	US47 AL	13	25	38
US48 MS	15	25	40	US48 MS	15	25	40
US49 FL-N	14	25	39	US49 FL-N	14	25	39
US496FL-S	15	25	40	US496 FL-6	15	25	40
US50 MN	21	25	46	US50 MN	21	25	46
US51 ND	21	25	46	US51 ND	21	25	46
US52 SD	20	25	45	US52 SD	20	25	45
US53 IA	18	25	43	US53 LA	18	25	43
US55 NE	19	25	44	US55 NE	19	25	44
US56 MO	17	25	42	US56 MO	17	25	42
US58 KS	19	25	44	US58 KS	19	25	44
US60 AR	16	25	41	US60 AR	16	25	41
US62 OK	19	25	44	US62 OK	19	25	44
US64 LA	16	25	41	US64 LA	16	25	41
US66 TX-N	19	25	44	US66 TX-N	19	25	44
US68 TX-S	19	25	44	US68 TX-S	19	25	44
US70 MT	22	25	47	US70 MT	22	25	47
US72 WY	21	25	46	US72 WY	21	25	46
US74 CO	21	25	46	US74 CO	21	25	46
US76 UT	22	25	47	US76 UT	22	25	47
US77 MN	21	25	46	US77 MN	21	25	46
US79 AZ	21	25	46	US79 AZ	21	25	46
US83 ID	23	25	48	US83 ID	23	25	48
US84 WA	23	25	48	US84 WA	23	25	48
US85 OR	23	25	48	US85 OR	23	25	48
US86 NV	23	25	48	US86 NV	23	25	48
US87 CA-N	23	25	48	US87 CA-N	23	25	48
US88 CA-S	22	25	47	US88 CA-S	22	25	47

A - TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B - TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C - TOTAL OF A+B

T/TP2 BETWEEN: EC AND:	A	B	C	T/TP2 BETWEEN: ES AND:	A	B	C
US11 ME	17	25	42	US11 MS	17	25	42
US12 NH	17	25	42	US12 NH	17	25	42
US13 VT	17	25	42	US13 VT	17	25	42
US14 MA	16	25	41	US14 MA	16	25	41
US15 RI	15	25	40	US15 RI	15	25	40
US16 CT	15	25	40	US16 CT	15	25	40
US17 NY	17	25	42	US17 NY	17	25	42
US19 NJ	15	25	40	US19 NJ	15	25	40
US20 PA	16	25	41	US20 PA	16	25	41
US22 DE	14	25	39	US22 DE	14	25	39
US23 MD	14	25	39	US23 MD	14	25	39
US24 DC	14	25	39	US24 DC	14	25	39
US25 VA	14	25	39	US25 VA	14	25	39
US27 WV	15	25	40	US27 WV	15	25	40
US28 KY	15	25	40	US28 KY	15	25	40
US30 MI	19	25	44	US30 MI	19	25	44
US32 WI	20	25	45	US32 WI	20	25	43
US33 OH	16	25	41	US33 OH	16	25	41
US35 IN	16	25	41	US35 IN	16	25	41
US38 IL	17	25	42	US38 IL	17	25	42
US40 NC	13	25	38	US40 NC	13	25	38
US42 TN	15	25	40	US42 TN	15	25	40
US44 SC	13	25	38	US44 SC	13	25	38
US45 GA	13	25	38	US45 GA	13	25	38
US47 AL	13	25	38	US47 AL	13	25	38
US48 MS	15	25	40	US48 MS	15	25	40
US49 FL-N	14	25	39	US49 FL-N	14	25	39
US496FL-S	15	25	40	US496 FL-6	15	25	40
US50 MN	21	25	46	US50 MN	21	25	46
US51 ND	21	25	46	US51 ND	21	25	46
US52 SD	20	25	45	US52 SD	20	25	45
US53 IA	18	25	43	US53 LA	18	25	43
US55 NE	19	25	44	US55 NE	19	25	44
US56 MO	17	25	42	US56 MO	17	25	42
US58 KS	19	25	44	US58 KS	19	25	44
US60 AR	16	25	41	US60 AR	16	25	41
US62 OK	19	25	44	US62 OK	19	25	44
US64 LA	16	25	41	US64 LA	16	25	41
US66 TX-N	19	25	44	US66 TX-N	19	25	44
US68 TX-S	19	25	44	US68 TX-S	19	25	44
US70 MT	22	25	47	US70 MT	22	25	47
US72 WY	21	25	46	US72 WY	21	25	46
US74 CO	21	25	46	US74 CO	21	25	46
US76 UT	22	25	47	US76 UT	22	25	47
US77 MN	21	25	46	US77 MN	21	25	46
US79 AZ	21	25	46	US79 AZ	21	25	46
US83 ID	23	25	48	US83 ID	23	25	48
US84 WA	23	25	48	US84 WA	23	25	48
US85 OR	23	25	48	US85 OR	23	25	48
US86 NV	23	25	48	US86 NV	23	25	48
US87 CA-N	23	25	48	US87 CA-N	23	25	48
US88 CA-S	22	25	47	US88 CA-S	22	25	47

A - TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B - TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C - TOTAL OF A+B

T/TP2 BETWEEN: GI AND:	A	B	C	T/TP2 BETWEEN: HO AND:	A	B	C
US11 ME	17	25	42	US11 MS	17	25	42
US12 NH	17	25	42	US12 NH	17	25	42
US13 VT	17	25	42	US13 VT	17	25	42
US14 MA	16	25	41	US14 MA	16	25	41
US15 RI	15	25	40	US15 RI	15	25	40
US16 CT	15	25	40	US16 CT	15	25	40
US17 NY	17	25	42	US17 NY	17	25	42
US19 NJ	15	25	40	US19 NJ	15	25	40
US20 PA	16	25	41	US20 PA	16	25	41
US22 DE	14	25	39	US22 DE	14	25	39
US23 MD	14	25	39	US23 MD	14	25	39
US24 DC	14	25	39	US24 DC	14	25	39
US25 VA	14	25	39	US25 VA	14	25	39
US27 WV	15	25	40	US27 WV	15	25	40
US28 KY	15	25	40	US28 KY	15	25	40
US30 MI	19	25	44	US30 MI	19	25	44
US32 WI	20	25	45	US32 WI	20	25	43
US33 OH	16	25	41	US33 OH	16	25	41
US35 IN	16	25	41	US35 IN	16	25	41
US38 IL	17	25	42	US38 IL	17	25	42
US40 NC	13	25	38	US40 NC	13	25	38
US42 TN	15	25	40	US42 TN	15	25	40
US44 SC	13	25	38	US44 SC	13	25	38
US45 GA	13	25	38	US45 GA	13	25	38
US47 AL	13	25	38	US47 AL	13	25	38
US48 MS	15	25	40	US48 MS	15	25	40
US49 FL-N	14	25	39	US49 FL-N	14	25	39
US496FL-S	15	25	40	US496 FL-6	15	25	40
US50 MN	21	25	46	US50 MN	21	25	46
US51 ND	21	25	46	US51 ND	21	25	46
US52 SD	20	25	45	US52 SD	20	25	45
US53 LA	18	25	43	US53 LA	18	25	43
US55 NE	19	25	44	US55 NE	19	25	44
US56 MO	17	25	42	US56 MO	17	25	42
US58 KS	19	25	44	US58 KS	19	25	44
US60 AR	16	25	41	US60 AR	16	25	41
US62 OK	19	25	44	US62 OK	19	25	44
US64 LA	16	25	41	US64 LA	16	25	41
US66 TX-N	19	25	44	US66 TX-N	19	25	44
US68 TX-S	19	25	44	US68 TX-S	19	25	44
US70 MT	22	25	47	US70 MT	22	25	47
US72 WY	21	25	46	US72 WY	21	25	46
US74 CO	21	25	46	US74 CO	21	25	46
US76 UT	22	25	47	US76 UT	22	25	47
US77 MN	21	25	46	US77 MN	21	25	46
US79 AZ	21	25	46	US79 AZ	21	25	46
US83 ID	23	25	48	US83 ID	23	25	48
US84 WA	23	25	48	US84 WA	23	25	48
US85 OR	23	25	48	US85 OR	23	25	48
US86 NV	23	25	48	US86 NV	23	25	48
US87 CA-N	23	25	48	US87 CA-N	23	25	48
US88 CA-S	22	25	47	US88 CA-S	22	25	47

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

T/TP2 BETWEEN: PA AND:	A	B	C	T/TP2 BETWEEN: PE AND:	A	B	C
US11 ME	17	25	42	US11 MS	17	25	42
US12 NH	17	25	42	US12 NH	17	25	42
US13 VT	17	25	42	US13 VT	17	25	42
US14 MA	16	25	41	US14 MA	16	25	41
US15 RI	15	25	40	US15 RI	15	25	40
US16 CT	15	25	40	US16 CT	15	25	40
US17 NY	17	25	42	US17 NY	17	25	42
US19 NJ	15	25	40	US19 NJ	15	25	40
US20 PA	16	25	41	US20 PA	16	25	41
US22 DE	14	25	39	US22 DE	14	25	39
US23 MD	14	25	39	US23 MD	14	25	39
US24 DC	14	25	39	US24 DC	14	25	39
US25 VA	14	25	39	US25 VA	14	25	39
US27 WV	15	25	40	US27 WV	15	25	40
US28 KY	15	25	40	US28 KY	15	25	40
US30 MI	19	25	44	US30 MI	19	25	44
US32 WI	20	25	45	US32 WI	20	25	43
US33 OH	16	25	41	US33 OH	16	25	41
US35 IN	16	25	41	US35 IN	16	25	41
US38 IL	17	25	42	US38 IL	17	25	42
US40 NC	13	25	38	US40 NC	13	25	38
US42 TN	15	25	40	US42 TN	15	25	40
US44 SC	13	25	38	US44 SC	13	25	38
US45 GA	13	25	38	US45 GA	13	25	38
US47 AL	13	25	38	US47 AL	13	25	38
US48 MS	15	25	40	US48 MS	15	25	40
US49 FL-N	14	25	39	US49 FL-N	14	25	39
US496FL-S	15	25	40	US496 FL-6	15	25	40
US50 MN	21	25	46	US50 MN	21	25	46
US51 ND	21	25	46	US51 ND	21	25	46
US52 SD	20	25	45	US52 SD	20	25	45
US53 IA	18	25	43	US53 LA	18	25	43
US55 NE	19	25	44	US55 NE	19	25	44
US56 MO	17	25	42	US56 MO	17	25	42
US58 KS	19	25	44	US58 KS	19	25	44
US60 AR	16	25	41	US60 AR	16	25	41
US62 OK	19	25	44	US62 OK	19	25	44
US64 LA	16	25	41	US64 LA	16	25	41
US66 TX-N	19	25	44	US66 TX-N	19	25	44
US68 TX-S	19	25	44	US68 TX-S	19	25	44
US70 MT	22	25	47	US70 MT	22	25	47
US72 WY	21	25	46	US72 WY	21	25	46
US74 CO	21	25	46	US74 CO	21	25	46
US76 UT	22	25	47	US76 UT	22	25	47
US77 MN	21	25	46	US77 MN	21	25	46
US79 AZ	21	25	46	US79 AZ	21	25	46
US83 ID	23	25	48	US83 ID	23	25	48
US84 WA	23	25	48	US84 WA	23	25	48
US85 OR	23	25	48	US85 OR	23	25	48
US86 NV	23	25	48	US86 NV	23	25	48
US87 CA-N	23	25	48	US87 CA-N	23	25	48
US88 CA-S	22	25	47	US88 CA-S	22	25	47

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

T/TP2 BETWEEN: VE AND:	A	B	C	T/TP2 BETWEEN: UY AND:	A	B	C
US11 ME	17	25	42	US11 MS	17	25	42
US12 NH	17	25	42	US12 NH	17	25	42
US13 VT	17	25	42	US13 VT	17	25	42
US14 MA	16	25	41	US14 MA	16	25	41
US15 RI	15	25	40	US15 RI	15	25	40
US16 CT	15	25	40	US16 CT	15	25	40
US17 NY	17	25	42	US17 NY	17	25	42
US19 NJ	15	25	40	US19 NJ	15	25	40
US20 PA	16	25	41	US20 PA	16	25	41
US22 DE	14	25	39	US22 DE	14	25	39
US23 MD	14	25	39	US23 MD	14	25	39
US24 DC	14	25	39	US24 DC	14	25	39
US25 VA	14	25	39	US25 VA	14	25	39
US27 WV	15	25	40	US27 WV	15	25	40
US28 KY	15	25	40	US28 KY	15	25	40
US30 MI	19	25	44	US30 MI	19	25	44
US32 WI	20	25	45	US32 WI	20	25	43
US33 OH	16	25	41	US33 OH	16	25	41
US35 IN	16	25	41	US35 IN	16	25	41
US38 IL	17	25	42	US38 IL	17	25	42
US40 NC	13	25	38	US40 NC	13	25	38
US42 TN	15	25	40	US42 TN	15	25	40
US44 SC	13	25	38	US44 SC	13	25	38
US45 GA	13	25	38	US45 GA	13	25	38
US47 AL	13	25	38	US47 AL	13	25	38
US48 MS	15	25	40	US48 MS	15	25	40
US49 FL-N	14	25	39	US49 FL-N	14	25	39
US496FL-S	15	25	40	US496 FL-6	15	25	40
US50 MN	21	25	46	US50 MN	21	25	46
US51 ND	21	25	46	US51 ND	21	25	46
US52 SD	20	25	45	US52 SD	20	25	45
US53 IA	18	25	43	US53 LA	18	25	43
US55 NE	19	25	44	US55 NE	19	25	44
US56 MO	17	25	42	US56 MO	17	25	42
US58 KS	19	25	44	US58 KS	19	25	44
US60 AR	16	25	41	US60 AR	16	25	41
US62 OK	19	25	44	US62 OK	19	25	44
US64 LA	16	25	41	US64 LA	16	25	41
US66 TX-N	19	25	44	US66 TX-N	19	25	44
US68 TX-S	19	25	44	US68 TX-S	19	25	44
US70 MT	22	25	47	US70 MT	22	25	47
US72 WY	21	25	46	US72 WY	21	25	46
US74 CO	21	25	46	US74 CO	21	25	46
US76 UT	22	25	47	US76 UT	22	25	47
US77 MN	21	25	46	US77 MN	21	25	46
US79 AZ	21	25	46	US79 AZ	21	25	46
US83 ID	23	25	48	US83 ID	23	25	48
US84 WA	23	25	48	US84 WA	23	25	48
US85 OR	23	25	48	US85 OR	23	25	48
US86 NV	23	25	48	US86 NV	23	25	48
US87 CA-N	23	25	48	US87 CA-N	23	25	48
US88 CA-S	22	25	47	US88 CA-S	22	25	47

- A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: AS11 AND:	T TP-2 A,B,C	T TP-4	DPM MSC SUR
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US11 ME	17, 14, 43	82	90
US12 NH	17, 14, 43	82	90
US13 VT	17, 14, 43	82	90
US14 MA	16, 14, 43	79	89
US15 RI	15, 14, 43	79	89
US16 CT	15, 14, 43	79	89
US17 NY	17, 14, 41	81	87
US19 NJ	15, 14, 40	79	87
US20 PA	16, 14, 41	80	87
US22 DE	14, 14, 40	79	87
US23 MD	14, 14, 40	79	87
US24 DC	14, 14, 40	79	87
US25 VA	14, 14, 39	80	87
US27 WV	15, 14, 40	79	87
US28 KY	15, 14, 39	81	88
US30 MI	19, 14, 40	85	86
US32 WI	20, 14, 40	83	85
US33 OH	16, 14, 39	80	86
US35 IN	16, 14, 39	81	85
US38 IL	17, 14, 39	82	85
US40 NC	13, 14, 39	78	86
US42 TN	15, 14, 39	80	86
US44 SC	13, 14, 39	78	86
US45 GA	13, 14, 39	79	86
US47 AL	13, 14, 39	79	86
US48 MS	15, 14, 39	79	86
US49 FL-N	14, 14, 39	80	86
US496FL-S	15, 14, 40	81	88
US50 MN	21, 14, 39	86	85
US51 ND	21, 14, 38	83	85
US52 SD	20, 14, 38	83	84
US53 IA	18, 14, 38	85	84
US55 NE	19, 14, 37	84	84
US56 MO	17, 14, 38	81	84
US58 KS	19, 14, 37	82	84
US60 AR	16, 14, 38	79	84
US62 OK	19, 14, 37	82	84
US64 LA	16, 14, 38	78	85
US66 TX-N	19, 14, 36	82	85
US68 TX-S	19, 14, 37	80	84
US70 MT	22, 14, 36	81	80
US72 WY	21, 14, 36	81	81
US74 CO	21, 14, 35	80	80
US76 UT	22, 14, 32	77	80
US77 NM	21, 14, 34	83	80
US79 AZ	21, 14, 31	76	79
US83 ID	23, 14, 35	78	80
US84 WA	23, 14, 35	83	79
US85 OR	23, 14, 35	84	81
US86 NV	23, 14, 31	76	78
US87 CA-N	23, 14, 31	76	77
US88 CA-S	22, 14, 30	75	78

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
 B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
 C- TOTAL OF A+B

BETWEEN: AS21 AND:	T TP-2 A,B,C	T TP-4	DPM MSC SUR
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US11 ME	17, 14, 43	82	90
US12 NH	17, 14, 43	82	90
US13 VT	17, 14, 43	82	90
US14 MA	16, 14, 43	79	89
US15 RI	15, 14, 43	79	89
US16 CT	15, 14, 43	79	89
US17 NY	17, 14, 41	81	87
US19 NJ	15, 14, 40	79	87
US20 PA	16, 14, 41	80	87
US22 DE	14, 14, 40	79	87
US23 MD	14, 14, 40	79	87
US24 DC	14, 14, 40	79	87
US25 VA	14, 14, 39	80	87
US27 WV	15, 14, 40	79	87
US28 KY	15, 14, 39	81	88
US30 MI	19, 14, 40	85	86
US32 WI	20, 14, 40	83	85
US33 OH	16, 14, 39	80	86
US35 IN	16, 14, 39	81	85
US38 IL	17, 14, 39	82	85
US40 NC	13, 14, 39	78	86
US42 TN	15, 14, 39	80	86
US44 SC	13, 14, 39	78	86
US45 GA	13, 14, 39	79	86
US47 AL	13, 14, 39	79	86
US48 MS	15, 14, 39	79	86
US49 FL-N	14, 14, 39	80	86
US496FL-S	15, 14, 40	81	88
US50 MN	21, 14, 39	86	85
US51 ND	21, 14, 38	83	85
US52 SD	20, 14, 38	83	84
US53 LA	18, 14, 38	85	84
US55 NE	19, 14, 37	84	84
US56 MO	17, 14, 38	81	84
US58 KS	19, 14, 37	82	84
US60 AR	16, 14, 38	79	84
US62 OK	19, 14, 37	82	84
US64 LA	16, 14, 38	78	85
US66 TX-N	19, 14, 36	82	85
US68 TX-S	19, 14, 37	80	84
US70 MT	22, 14, 36	81	80
US72 WY	21, 14, 36	81	81
US74 CO	21, 14, 35	80	80
US76 UT	22, 14, 32	77	80
US77 NM	21, 14, 34	83	80
US79 AZ	21, 14, 31	76	79
US83 ID	23, 14, 35	78	80
US84 WA	23, 14, 35	83	79
US85 OR	23, 14, 35	84	81
US86 NV	23, 14, 31	76	78
US87 CA-N	23, 14, 31	76	77
US88 CA-S	22, 14, 30	75	78

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
 B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
 C- TOTAL OF A+B

BETWEEN: BD					DPM
AND: -	4	5	TP-2	TP-4	MSC
					SUR
US11 ME		47			49
US12 NH		47			49
US13 VT		47			49
US14 MA		45			47
US15 RI		47			49
US16 CT		47			49
US17 NY		46			48
US19 NJ		47			49
US20 PA		45			47
US22 DE		44			46
US23 MD		44			46
US24 DC		44			46
US25 VA		44			46
US27 WV		44			46
US28 KY		46			48
US30 MI		47			49
US32 WI		49			51
US33 OH		46			48
US35 IN		47			49
US38 IL		48			50
US40 NC		45			47
US42 TN		47			49
US44 SC		45			47
US45 GA		46			48
US47 AL		47			49
US48 MS		48			50
US49 FL-N		46			48
US496FL-S		47			49
US50 MN		51			53
US51 ND		52			54
US52 SD		52			54
US53 IA		50			52
US55 NE		51			53
US56 MO		49			51
US58 KS		51			53
US60 AR		49			51
US62 OK		51			53
US64 LA		48			50
US66 TX-N		51			53
US68 TX-S		52			54
US70 MT		54			56
US72 WY		53			55
US74 CO		53			55
US76 UT		53			55
US77 NM		52			54
US79 AZ		53			55
US83 ID		54			56
US84 WA		54			56
US85 OR		55			57
US86 NV		54			56
US87 CA-N		54			56
US88 CA-S		54			56

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
 B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
 C- TOTAL OF A+B

BETWEEN: BD AND:	4	5	TP-2	TP-4	MSC SUR	DPM
US11 ME	59	60	17,10,27	58	66	
US12 NH	59	60	17,10,27	58	66	
US13 VT	59	58	17,10,27	58	64	
US14 MA	56	57	14,10,24	55	63	
US15 RI	56	57	14,10,24	55	63	
US16 CT	56	57	14,10,24	55	63	
US17 NY	58	58	16,10,26	57	64	
US19 NJ	56	57	14,10,24	55	63	
US20 PA	57	58	15,10,25	56	64	
US22 DE	56	57	14,10,24	55	63	
US23 MD	56	57	14,10,24	55	63	
US24 DC	56	57	14,10,24	55	63	
US25 VA	57	59	15,10,25	56	65	
US27 WV	56	59	14,10,24	55	65	
US28 KY	58	61	16,10,26	57	67	
US30 MI	62	61	20,10,30	61	67	
US32 WI	60	63	18,10,28	59	69	
US33 OH	57	59	15,10,25	56	65	
US35 IN	58	60	16,10,26	57	66	
US38 IL	59	60	17,10,27	58	66	
US40 NC	57	60	16,10,26	57	66	
US42 TN	58	62	18,10,28	57	68	
US44 SC	57	60	18,10,28	56	66	
US45 GA	57	65	18,10,28	56	71	
US47 AL	62	64	19,10,29	57	70	
US48 MS	62	64	19,10,29	57	70	
US49 FL-N	57	65	19,10,29	56	71	
US496FL-S	58	60	20,10,30	57	72	
US50 MN	62	63	20,10,30	61	69	
US51 ND	69	65	22,10,32	63	71	
US52 SD	69	65	22,10,32	63	71	
US53 IA	67	63	18,10,28	61	69	
US55 NE	66	63	21,10,31	61	69	
US56 MO	64	60	20,10,30	59	66	
US58 KS	64	67	21,10,31	59	73	
US60 AR	62	64	20,10,30	57	70	
US62 OK	63	67	22,10,32	58	73	
US64 LA	61	63	20,10,30	56	69	
US66 TX-N	63	57	22,10,32	58	73	
US68 TX-S	61	55	22,10,32	56	71	
US70 MT	69	67	24,10,34	70	73	
US72 WY	69	66	23,10,33	70	72	
US74 CO	64	69	23,10,33	69	75	
US76 UT	66	68	23,10,33	71	74	
US77 NM	64	68	22,10,32	69	74	
US79 AZ	65	56	23,10,33	70	62	
US83 ID	65	68	24,10,34	64	74	
US84 WA	63	67	24,10,34	62	73	
US85 OR	66	69	24,10,34	70	75	
US86 NV	63	65	24,10,34	63	71	
US87 CA-N	62	65	24,10,34	66	71	
US88 CA-S	63	64	24,10,34	67	70	

- A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
 B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
 C- TOTAL OF A+B

BETWEEN: CA10 AND:	4	5	TP-2	TP-4	DPM MSC SUR
US11 ME	41	41			
US12 NH	41	41			
US13 VT	41	41			
US14 MA	39	39			
US15 RI	41	41			
US16 CT	41	41			
US17 NY	40	40			
US19 NJ	41	41			
US20 PA	39	39			
US22 DE	38	38			
US23 MD	38	38			
US24 DC	38	38			
US25 VA	38	38			
US27 WV	38	38			
US28 KY	40	40			
US30 MI	41	41			
US32 WI	41	43			
US33 OH	40	40			
US35 IN	41	41			
US38 IL	42	42			
US40 NC	39	39			
US42 TN	41	41			
US44 SC	39	39			
US45 GA	40	40			
US47 AL	41	41			
US48 MS	42	42			
US49 FL-N	40	40			
US496FL-S	41	41			
US50 MN	45	45			
US51 ND	46	46			
US52 SD	46	46			
US53 IA	44	44			
US55 NE	45	45			
US56 MO	43	43			
US58 KS	45	45			
US60 AR	43	43			
US62 OK	45	45			
US64 LA	42	42			
US66 TX-N	45	45			
US68 TX-S	46	46			
US70 MT	48	48			
US72 WY	47	47			
US74 CO	47	47			
US76 UT	47	47			
US77 NM	46	46			
US79 AZ	47	47			
US83 ID	48	48			
US84 WA	48	48			
US85 OR	49	49			
US86 NV	48	48			
US87 CA-N	48	48			
US88 CA-S	48	48			

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: CU AND:	4	5	TP-2	TP-4	DPM MSC SUR
US11 ME					47
US12 NH					47
US13 VT					47
US14 MA					45
US15 RI					47
US16 CT					47
US17 NY					46
US19 NJ					47
US20 PA					45
US22 DE					44
US23 MD					44
US24 DC					44
US25 VA					44
US27 WV					44
US28 KY					46
US30 MI					47
US32 WI					49
US33 OH					46
US35 IN					47
US38 IL					48
US40 NC					45
US42 TN					47
US44 SC					45
US45 GA					46
US47 AL					47
US48 MS					48
US49 FL-N					46
US496FL-S					47
US50 MN					51
US51 ND					52
US52 SD					52
US53 IA					50
US55 NE					51
US56 MO					49
US58 KS					51
US60 AR					49
US62 OK					51
US64 LA					48
US66 TX-N					51
US68 TX-S					52
US70 MT					54
US72 WY					53
US74 CO					53
US76 UT					53
US77 NM					52
US79 AZ					53
US83 ID					54
US84 WA					54
US85 OR					55
US86 NV					54
US87 CA-N					54
US88 CA-S					54

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: GE AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	62	62	19,10,29	62	69
US12 NH	62	62	19,10,29	62	69
US13 VT	62	60	19,10,29	62	67
US14 MA	59	59	16,10,26	59	66
US15 RI	59	59	16,10,26	59	66
US16 CT	59	59	16,10,26	59	66
US17 NY	61	60	18,10,28	61	67
US19 NJ	59	59	16,10,26	59	66
US20 PA	60	60	17,10,27	60	67
US22 DE	59	59	16,10,26	59	66
US23 MD	59	59	16,10,26	59	66
US24 DC	59	59	16,10,26	59	66
US25 VA	60	61	17,10,27	60	68
US27 WV	59	61	16,10,26	59	68
US28 KY	61	63	18,10,28	61	70
US30 MI	65	63	22,10,32	65	70
US32 WI	63	65	20,10,30	63	72
US33 OH	60	61	17,10,27	60	68
US35 IN	61	62	18,10,28	61	69
US38 IL	62	62	19,10,29	62	69
US40 NC	60	62	18,10,28	60	69
US42 TN	62	64	20,10,30	62	71
US44 SC	60	62	20,10,30	61	69
US45 GA	60	66	20,10,30	61	73
US47 AL	65	65	21,10,31	62	72
US48 MS	65	65	21,10,31	62	72
US49 FL-N	60	66	21,10,31	61	73
US496FL-S	61	67	22,10,32	62	74
US50 MN	65	70	22,10,32	65	72
US51 ND	72	67	24,10,34	67	74
US52 SD	72	67	24,10,34	67	74
US53 IA	70	65	20,10,30	65	72
US55 NE	69	65	23,10,33	65	72
US56 MO	67	65	22,10,32	64	72
US58 KS	67	68	23,10,33	64	75
US60 AR	65	65	22,10,32	62	72
US62 OK	66	68	24,10,34	63	75
US64 LA	64	64	22,10,32	61	71
US66 TX-N	66	68	24,10,34	63	75
US68 TX-S	64	66	24,10,34	61	73
US70 MT	72	69	26,10,36	74	76
US72 WY	72	68	25,10,35	74	75
US74 CO	67	70	25,10,35	69	77
US76 UT	69	69	25,10,35	71	76
US77 NM	67	69	24,10,34	69	76
US79 AZ	68	67	25,10,35	70	74
US83 ID	68	69	26,10,36	68	76
US84 WA	66	68	26,10,36	66	75
US85 OR	67	70	26,10,36	67	77
US86 NV	66	67	26,10,36	67	74
US87 CA-N	65	66	26,10,36	67	73
US88 CA-S	65	66	26,10,36	66	73

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: GQ AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	65	67	26,10,36	63	70
US12 NH	65	67	26,10,36	63	70
US13 VT	65	65	26,10,35	63	68
US14 MA	62	64	25,10,35	60	67
US15 RI	62	64	25,10,35	60	67
US16 CT	62	64	25,10,35	60	67
US17 NY	64	65	23,10,33	62	68
US19 NJ	62	64	23,10,33	60	67
US20 PA	63	65	23,10,33	61	68
US22 DE	62	64	23,10,33	60	67
US23 MD	62	64	23,10,33	60	67
US24 DC	62	64	23,10,33	60	67
US25 VA	63	62	23,10,33	61	65
US27 WV	62	62	23,10,33	60	65
US28 KY	64	64	22,10,32	62	67
US30 MI	68	68	22,10,32	66	71
US32 WI	66	70	21,10,31	64	73
US33 OH	63	66	22,10,32	61	69
US35 IN	64	67	21,10,31	62	70
US38 IL	65	67	21,10,31	63	70
US40 NC	61	63	22,10,32	63	66
US42 TN	63	65	22,10,32	63	68
US44 SC	61	63	22,10,32	62	66
US45 GA	61	65	22,10,32	62	68
US47 AL	62	64	22,10,32	61	67
US48 MS	62	64	22,10,32	61	67
US49 FL-N	63	65	22,10,32	62	68
US496FL-S	60	66	24,10,34	63	69
US50 MN	65	67	21,10,31	65	70
US51 ND	62	64	21,10,31	62	67
US52 SD	58	64	20,10,30	61	67
US53 IA	68	67	20,10,30	67	70
US55 NE	58	61	20,10,30	61	64
US56 MO	64	66	20,10,30	63	69
US58 KS	61	67	20,10,30	63	70
US60 AR	62	64	20,10,30	61	67
US62 OK	60	67	20,10,30	62	70
US64 LA	61	63	21,10,31	60	66
US66 TX-N	60	67	21,10,31	62	70
US68 TX-S	58	65	20,10,30	60	68
US70 MT	63	65	16,10,26	63	68
US72 WY	55	57	17,10,27	58	60
US74 CO	54	56	16,10,26	57	59
US76 UT	54	56	16,10,26	57	59
US77 NM	54	60	16,10,26	57	63
US79 AZ	53	57	15,10,25	56	60
US83 ID	57	59	16,10,26	57	62
US84 WA	55	57	15,10,25	55	60
US85 OR	56	58	17,10,27	56	61
US86 NV	52	57	14,10,24	55	60
US87 CA-N	51	53	13,10,23	54	56
US88 CA-S	52	56	14,10,24	55	59

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: G29 AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	72	74	16,10,26	72	74
US12 NH	72	74	16,10,26	72	74
US13 VT	72	72	16,10,26	72	72
US14 MA	69	71	13,10,23	69	71
US15 RI	69	71	13,10,23	69	71
US16 CT	69	71	13,10,23	69	71
US17 NY	71	72	15,10,25	71	72
US19 NJ	69	71	13,10,23	69	71
US20 PA	70	72	14,10,24	70	72
US22 DE	69	71	13,10,23	69	71
US23 MD	69	71	13,10,23	69	71
US24 DC	69	71	13,10,23	69	71
US25 VA	70	68	14,10,24	70	68
US27 WV	69	68	13,10,23	69	68
US28 KY	71	70	15,10,25	71	70
US30 MI	75	75	19,10,29	75	75
US32 WI	73	77	17,10,27	73	77
US33 OH	70	73	14,10,24	70	73
US35 IN	71	74	15,10,25	71	74
US38 IL	72	74	16,10,26	72	74
US40 NC	67	69	15,10,25	67	69
US42 TN	69	71	17,10,27	68	71
US44 SC	66	69	17,10,27	66	69
US45 GA	67	70	17,10,27	67	70
US47 AL	70	71	18,10,28	70	71
US48 MS	70	72	18,10,28	70	72
US49 FL-N	65	70	18,10,28	65	70
US496FL-S	66	71	19,10,29	66	71
US50 MN	75	77	19,10,29	75	77
US51 ND	79	79	21,10,31	79	79
US52 SD	79	79	21,10,31	79	79
US53 IA	73	77	17,10,27	73	77
US55 NE	76	77	20,10,30	76	77
US56 MO	72	73	19,10,29	72	73
US58 KS	74	75	20,10,30	74	75
US60 AR	70	73	19,10,29	70	73
US62 OK	71	75	21,10,31	71	75
US64 LA	69	72	19,10,29	69	72
US66 TX-N	73	75	21,10,31	73	75
US68 TX-S	71	76	21,10,31	71	76
US70 MT	79	81	23,10,33	79	81
US72 WY	79	80	22,10,32	79	80
US74 CO	65	77	22,10,32	65	77
US76 UT	75	78	22,10,32	56	78
US77 NM	74	76	21,10,31	74	76
US79 AZ	75	77	22,10,32	75	77
US83 ID	79	81	23,10,33	79	81
US84 WA	79	81	23,10,33	79	81
US85 OR	80	81	23,10,33	80	81
US86 NV	77	78	23,10,33	77	78
US87 CA-N	78	78	23,10,33	78	78
US88 CA-S	77	78	23,10,33	77	78

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: IC AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	55	55	16,11,27	55	54
US12 NH	55	55	16,11,27	55	54
US13 VT	55	55	16,11,27	55	54
US14 MA	53	53	14,11,25	53	52
US15 RI	55	55	16,11,27	55	54
US16 CT	55	55	16,11,27	55	54
US17 NY	54	54	15,11,26	54	53
US19 NJ	55	55	16,11,27	55	54
US20 PA	53	53	14,11,25	53	52
US22 DE	52	52	13,11,24	52	51
US23 MD	52	52	13,11,24	52	51
US24 DC	52	52	13,11,24	52	51
US25 VA	52	52	13,11,24	52	51
US27 WV	52	52	13,11,24	52	51
US28 KY	54	54	15,11,26	54	53
US30 MI	55	55	16,11,27	55	54
US32 WI	55	57	16,11,27	55	56
US33 OH	54	54	15,11,26	54	53
US35 IN	55	55	16,11,27	55	54
US38 IL	56	56	17,11,28	56	55
US40 NC	53	53	14,11,25	53	52
US42 TN	55	55	16,11,27	55	54
US44 SC	53	53	14,11,25	53	52
US45 GA	54	54	15,11,26	54	53
US47 AL	55	55	16,11,27	55	54
US48 MS	56	56	17,11,28	56	55
US49 FL-N	54	54	15,11,26	54	53
US496FL-S	55	55	16,11,27	55	54
US50 MN	59	59	20,11,31	59	58
US51 ND	60	60	21,11,32	60	59
US52 SD	60	60	21,11,32	60	59
US53 IA	58	58	19,11,30	58	57
US55 NE	59	59	20,11,31	59	58
US56 MO	57	57	18,11,29	57	56
US58 KS	59	59	20,11,31	59	58
US60 AR	57	57	18,11,29	57	56
US62 OK	59	59	20,11,31	59	58
US64 LA	56	56	17,11,28	56	55
US66 TX-N	59	59	20,11,31	59	58
US68 TX-S	60	60	21,11,32	60	59
US70 MT	62	62	23,11,34	62	61
US72 WY	61	61	22,11,33	61	60
US74 CO	61	61	22,11,33	61	60
US76 UT	61	61	22,11,33	61	60
US77 NM	60	60	21,11,32	60	59
US79 AZ	61	61	22,11,33	61	60
US83 ID	62	62	23,11,34	62	61
US84 WA	62	62	23,11,34	62	61
US85 OR	63	63	24,11,35	63	62
US86 NV	62	62	23,11,34	62	61
US87 CA-N	62	62	23,11,34	62	61
US88 CA-S	62	62	23,11,34	62	61

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: GE AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	57	64	20,10,30	61	68
US12 NH	57	64	20,10,30	61	68
US13 VT	57	62	20,10,30	61	66
US14 MA	54	61	18,10,28	58	65
US15 RI	54	61	20,10,30	58	65
US16 CT	54	61	20,10,30	58	65
US17 NY	56	62	19,10,29	60	66
US19 NJ	54	61	20,10,30	58	65
US20 PA	55	62	18,10,28	59	66
US22 DE	54	61	17,10,27	58	65
US23 MD	54	61	17,10,27	58	65
US24 DC	54	61	17,10,27	58	65
US25 VA	55	64	17,10,27	59	68
US27 WV	54	64	17,10,27	58	68
US28 KY	56	66	19,10,29	60	70
US30 MI	60	65	20,10,30	64	69
US32 WI	58	67	20,10,30	62	71
US33 OH	55	63	19,10,29	59	67
US35 IN	56	64	20,10,30	60	68
US38 IL	57	64	21,10,31	61	68
US40 NC	54	65	18,10,28	58	69
US42 TN	53	67	20,10,30	58	71
US44 SC	51	65	18,10,28	57	69
US45 GA	51	66	19,10,29	57	70
US47 AL	58	67	20,10,30	61	71
US48 MS	58	68	21,10,31	61	72
US49 FL-N	52	66	19,10,29	57	70
US496FL-S	53	67	20,10,30	58	71
US50 MN	66	67	24,10,34	70	71
US51 ND	66	69	25,10,35	70	73
US52 SD	66	69	25,10,35	70	73
US53 IA	64	67	23,10,33	68	71
US55 NE	63	67	24,10,34	67	71
US56 MO	60	69	22,10,32	63	73
US58 KS	61	71	24,10,34	65	75
US60 AR	58	69	22,10,32	61	73
US62 OK	60	71	24,10,34	64	75
US64 LA	57	68	21,10,31	60	72
US66 TX-N	60	71	24,10,34	64	75
US68 TX-S	58	72	25,10,35	62	76
US70 MT	66	71	27,10,37	70	75
US72 WY	66	70	26,10,36	70	74
US74 CO	61	73	26,10,36	65	77
US76 UT	63	74	26,10,36	67	78
US77 NM	61	72	25,10,35	65	76
US79 AZ	62	73	26,10,36	66	77
US83 ID	66	71	27,10,37	70	75
US84 WA	62	71	27,10,37	68	75
US85 OR	67	71	28,10,38	71	75
US86 NV	64	74	27,10,37	68	78
US87 CA-N	59	74	27,10,37	65	78
US88 CA-S	60	74	27,10,37	64	78

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: IT10 AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	57	64	20,10,30	61	68
US12 NH	57	64	20,10,30	61	68
US13 VT	57	62	20,10,30	61	66
US14 MA	54	61	18,10,28	58	65
US15 RI	54	61	20,10,30	58	65
US16 CT	54	61	20,10,30	58	65
US17 NY	56	62	19,10,29	60	66
US19 NJ	54	61	20,10,30	58	65
US20 PA	55	62	18,10,28	59	66
US22 DE	54	61	17,10,27	58	65
US23 MD	54	61	17,10,27	58	65
US24 DC	54	61	17,10,27	58	65
US25 VA	55	61	17,10,27	59	68
US27 WV	54	64	17,10,27	58	68
US28 KY	56	64	19,10,29	60	70
US30 MI	60	66	20,10,30	64	69
US32 WI	58	65	20,10,30	62	71
US33 OH	55	67	19,10,29	59	67
US35 IN	56	63	20,10,30	60	68
US38 IL	57	64	21,10,31	61	68
US40 NC	54	64	18,10,28	58	69
US42 TN	53	65	20,10,30	58	71
US44 SC	51	67	18,10,28	57	69
US45 GA	51	65	19,10,29	57	70
US47 AL	58	66	20,10,30	61	71
US48 MS	58	67	21,10,31	61	72
US49 FL-N	52	68	19,10,29	57	70
US496FL-S	53	66	20,10,30	58	71
US50 MN	66	67	24,10,34	70	71
US51 ND	66	67	25,10,35	70	73
US52 SD	66	69	25,10,35	70	73
US53 IA	64	69	23,10,33	68	71
US55 NE	63	67	24,10,34	67	71
US56 MO	60	69	22,10,32	63	73
US58 KS	61	71	24,10,34	65	75
US60 AR	58	69	22,10,32	61	73
US62 OK	60	71	24,10,34	64	75
US64 LA	57	68	21,10,31	60	72
US66 TX-N	60	71	24,10,34	64	75
US68 TX-S	58	72	25,10,35	62	76
US70 MT	66	71	27,10,37	70	75
US72 WY	66	70	26,10,36	70	74
US74 CO	61	73	26,10,36	65	77
US76 UT	63	74	26,10,36	67	78
US77 NM	61	72	25,10,35	65	76
US79 AZ	62	73	26,10,36	66	77
US83 ID	66	71	27,10,37	70	75
US84 WA	62	71	27,10,37	68	75
US85 OR	67	71	28,10,38	71	75
US86 NV	64	74	27,10,37	68	78
US87 CA-N	59	74	27,10,37	65	78
US88 CA-S	60	74	27,10,37	64	78

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: IT20 AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	63	65	22,14,36	64	68
US12 NH	63	65	22,14,36	64	68
US13 VT	63	63	22,14,36	64	66
US14 MA	60	62	20,14,34	61	65
US15 RI	60	62	22,14,36	61	65
US16 CT	60	62	22,14,36	61	65
US17 NY	62	63	21,14,35	63	66
US19 NJ	60	62	22,14,36	61	65
US20 PA	61	63	20,14,34	62	66
US22 DE	60	62	19,14,33	61	65
US23 MD	60	62	19,14,33	61	65
US24 DC	60	62	19,14,33	61	65
US25 VA	61	69	19,14,33	62	72
US27 WV	60	69	19,14,33	61	72
US28 KY	62	71	21,14,35	63	74
US30 MI	66	66	22,14,36	67	69
US32 WI	64	68	22,14,36	65	71
US33 OH	61	64	21,14,35	62	67
US35 IN	62	65	22,14,36	63	68
US38 IL	63	65	23,14,37	64	68
US40 NC	60	70	20,14,34	61	73
US42 TN	59	72	22,14,36	61	75
US44 SC	57	70	20,14,34	60	73
US45 GA	57	71	21,14,35	60	74
US47 AL	64	72	22,14,36	64	75
US48 MS	64	73	23,14,37	64	76
US49 FL-N	58	71	21,14,35	60	74
US496FL-S	59	72	22,14,36	61	75
US50 MN	72	68	26,14,40	73	71
US51 ND	72	70	27,14,41	73	73
US52 SD	72	70	27,14,41	73	73
US53 IA	70	68	25,14,39	71	71
US55 NE	69	68	26,14,40	70	71
US56 MO	67	74	24,14,38	66	77
US58 KS	67	75	26,14,40	68	79
US60 AR	64	74	24,14,38	64	77
US62 OK	65	76	26,14,40	67	79
US64 LA	63	73	23,14,37	63	76
US66 TX-N	66	76	26,14,40	67	79
US68 TX-S	64	77	27,14,41	65	80
US70 MT	72	72	29,14,43	73	75
US72 WY	72	71	28,14,42	73	74
US74 CO	67	78	28,14,42	68	81
US76 UT	69	79	28,14,42	70	82
US77 NM	67	77	27,14,41	68	80
US79 AZ	68	78	28,14,42	69	81
US83 ID	72	72	29,14,43	73	75
US84 WA	69	72	29,14,43	71	75
US85 OR	73	72	30,14,44	74	75
US86 NV	70	79	29,14,43	71	82
US87 CA-N	66	79	29,14,43	68	82
US88 CA-S	65	79	29,14,43	67	82

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: JA01 AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	63	66	28,10,38	67	67
US12 NH	63	66	28,10,38	67	67
US13 VT	63	64	28,10,38	67	65
US14 MA	60	63	27,10,37	64	64
US15 RI	60	63	27,10,37	64	64
US16 CT	60	63	27,10,37	64	64
US17 NY	62	64	25,10,35	66	65
US19 NJ	60	63	25,10,35	64	64
US20 PA	61	64	25,10,35	65	65
US22 DE	60	63	25,10,35	64	64
US23 MD	60	63	25,10,35	64	64
US24 DC	60	63	25,10,35	64	64
US25 VA	61	65	25,10,35	65	66
US27 WV	60	65	25,10,35	64	66
US28 KY	64	67	24,10,34	72	68
US30 MI	66	67	24,10,34	70	68
US32 WI	64	69	23,10,33	68	70
US33 OH	61	65	24,10,34	65	66
US35 IN	62	66	23,10,33	66	67
US38 IL	63	66	23,10,33	67	67
US40 NC	65	66	24,10,34	63	67
US42 TN	67	68	24,10,34	71	69
US44 SC	63	66	24,10,34	69	67
US45 GA	63	66	24,10,34	70	67
US47 AL	61	65	24,10,34	69	66
US48 MS	61	65	24,10,34	69	66
US49 FL-N	62	66	24,10,34	70	67
US496FL-S	62	67	26,10,36	71	68
US50 MN	65	63	23,10,33	62	64
US51 ND	59	60	23,10,33	61	61
US52 SD	65	60	22,10,32	62	61
US53 IA	65	63	22,10,32	68	64
US55 NE	64	57	22,10,32	67	58
US56 MO	63	67	22,10,32	71	68
US58 KS	62	68	22,10,32	65	69
US60 AR	61	65	22,10,32	69	66
US62 OK	61	68	22,10,32	69	69
US64 LA	60	64	23,10,33	68	65
US66 TX-N	61	68	23,10,33	64	69
US68 TX-S	59	65	22,10,32	62	67
US70 MT	60	61	18,10,28	62	62
US72 WY	63	59	19,10,29	60	60
US74 CO	62	58	18,10,28	59	59
US76 UT	59	58	18,10,28	56	59
US77 NM	62	60	18,10,28	65	61
US79 AZ	58	57	17,10,27	55	58
US83 ID	54	55	18,10,28	56	56
US84 WA	52	53	17,10,27	54	54
US85 OR	53	54	19,10,29	55	55
US86 NV	58	57	16,10,26	55	58
US87 CA-N	55	55	15,10,25	55	56
US88 CA-S	57	56	16,10,26	54	57

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: GE AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	66	69	33,10,43	70	71
US12 NH	66	69	33,10,43	70	71
US13 VT	66	67	33,10,43	70	69
US14 MA	63	66	32,10,42	67	68
US15 RI	63	66	32,10,42	67	68
US16 CT	63	66	32,10,42	67	68
US17 NY	65	67	30,10,40	69	69
US19 NJ	63	66	30,10,40	67	68
US20 PA	64	67	30,10,40	68	69
US22 DE	63	66	30,10,40	67	68
US23 MD	63	66	30,10,40	67	68
US24 DC	63	66	30,10,40	67	68
US25 VA	64	68	30,10,40	68	70
US27 WV	63	68	30,10,40	67	70
US28 KY	67	70	29,10,39	75	72
US30 MI	69	70	29,10,39	73	72
US32 WI	67	72	28,10,38	71	74
US33 OH	64	68	29,10,39	68	70
US35 IN	65	69	28,10,38	69	71
US38 IL	66	69	28,10,38	70	71
US40 NC	68	69	29,10,39	66	71
US42 TN	70	71	29,10,39	74	73
US44 SC	66	69	29,10,39	72	71
US45 GA	66	69	29,10,39	73	71
US47 AL	64	68	29,10,39	72	70
US48 MS	64	68	29,10,39	72	70
US49 FL-N	65	69	29,10,39	73	71
US496FL-S	65	70	31,10,41	74	72
US50 MN	68	66	28,10,38	65	68
US51 ND	62	63	28,10,38	64	65
US52 SD	68	63	27,10,37	65	65
US53 IA	68	66	27,10,37	71	68
US55 NE	67	60	27,10,37	70	62
US56 MO	66	70	27,10,37	74	72
US58 KS	65	71	27,10,37	68	73
US60 AR	64	68	27,10,37	72	70
US62 OK	64	71	27,10,37	72	73
US64 LA	63	67	28,10,38	71	69
US66 TX-N	64	71	28,10,38	67	73
US68 TX-S	62	69	27,10,37	65	71
US70 MT	63	64	23,10,33	65	66
US72 WY	66	62	24,10,34	63	64
US74 CO	65	61	23,10,33	62	63
US76 UT	62	61	23,10,33	59	63
US77 NM	65	63	23,10,33	68	65
US79 AZ	61	60	22,10,32	68	62
US83 ID	57	58	23,10,33	59	60
US84 WA	55	56	22,10,32	57	58
US85 OR	56	57	24,10,34	58	59
US86 NV	61	60	21,10,31	58	62
US87 CA-N	58	58	20,10,30	58	60
US88 CA-S	60	59	21,10,31	57	61

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: JA96 AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	68	68	28,10,38	65	70
US12 NH	68	68	28,10,38	65	70
US13 VT	68	66	28,10,38	65	68
US14 MA	65	65	27,10,37	62	67
US15 RI	65	65	27,10,37	62	67
US16 CT	65	65	27,10,37	62	67
US17 NY	67	66	25,10,35	64	68
US19 NJ	65	65	25,10,35	62	67
US20 PA	66	66	25,10,35	63	68
US22 DE	65	65	25,10,35	62	67
US23 MD	65	65	25,10,35	62	67
US24 DC	65	65	25,10,35	62	67
US25 VA	66	69	25,10,35	63	71
US27 WV	65	69	25,10,35	62	71
US28 KY	69	71	24,10,34	70	73
US30 MI	71	69	24,10,34	68	71
US32 WI	69	71	23,10,33	66	73
US33 OH	66	67	24,10,34	63	69
US35 IN	67	68	23,10,33	64	70
US38 IL	68	68	24,10,34	65	70
US40 NC	70	70	24,10,34	61	72
US42 TN	72	72	24,10,34	69	74
US44 SC	68	70	24,10,34	67	72
US45 GA	68	67	24,10,34	68	69
US47 AL	66	66	24,10,34	67	68
US48 MS	66	66	24,10,34	67	68
US49 FL-N	67	67	24,10,34	68	69
US496FL-S	67	68	26,10,36	69	70
US50 MN	67	68	23,10,33	60	70
US51 ND	65	65	23,10,33	59	67
US52 SD	67	65	22,10,32	60	67
US53 IA	70	68	22,10,32	66	70
US55 NE	69	62	22,10,32	65	64
US56 MO	68	68	22,10,32	69	70
US58 KS	67	69	22,10,32	63	71
US60 AR	66	66	22,10,32	67	68
US62 OK	66	69	22,10,32	67	71
US64 LA	65	65	23,10,33	66	67
US66 TX-N	66	69	23,10,33	62	71
US68 TX-S	64	67	22,10,32	60	69
US70 MT	66	66	18,10,28	60	68
US72 WY	65	61	19,10,29	58	63
US74 CO	64	60	18,10,28	57	62
US76 UT	61	60	18,10,28	54	62
US77 NM	62	63	18,10,28	63	65
US79 AZ	60	60	17,10,27	53	62
US83 ID	60	60	18,10,28	54	62
US84 WA	58	58	17,10,27	52	60
US85 OR	59	59	19,10,29	53	61
US86 NV	60	60	16,10,26	53	62
US87 CA-N	57	57	15,10,25	53	59
US88 CA-S	59	59	16,10,26	52	61

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: KS AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	70	72	27,10,37	70	74
US12 NH	70	72	27,10,37	70	74
US13 VT	70	70	27,10,37	70	72
US14 MA	67	69	26,10,36	67	71
US15 RI	67	69	26,10,36	67	71
US16 CT	67	69	26,10,36	67	71
US17 NY	69	70	24,10,34	69	72
US19 NJ	67	69	24,10,34	67	71
US20 PA	68	70	24,10,34	68	72
US22 DE	67	69	24,10,34	67	71
US23 MD	67	69	24,10,34	67	71
US24 DC	67	69	24,10,34	67	71
US25 VA	68	73	24,10,34	68	75
US27 WV	67	73	24,10,34	67	75
US28 KY	69	75	23,10,33	69	77
US30 MI	73	73	23,10,33	73	75
US32 WI	71	75	22,10,32	71	77
US33 OH	68	71	23,10,33	68	73
US35 IN	69	72	22,10,32	69	74
US38 IL	70	72	22,10,32	70	74
US40 NC	72	74	23,10,33	68	76
US42 TN	74	76	23,10,33	68	78
US44 SC	70	74	23,10,33	67	76
US45 GA	70	71	23,10,33	67	73
US47 AL	68	70	23,10,33	64	72
US48 MS	68	70	23,10,33	64	72
US49 FL-N	69	71	23,10,33	65	73
US496FL-S	71	72	25,10,35	69	74
US50 MN	74	72	22,10,32	74	74
US51 ND	69	69	22,10,32	68	71
US52 SD	69	69	21,10,31	68	71
US53 IA	72	72	21,10,31	69	74
US55 NE	71	66	21,10,31	71	68
US56 MO	70	72	21,10,31	66	74
US58 KS	69	73	21,10,31	69	75
US60 AR	68	70	21,10,31	64	72
US62 OK	68	73	21,10,31	68	75
US64 LA	67	69	22,10,32	63	71
US66 TX-N	68	73	22,10,32	68	75
US68 TX-S	66	71	21,10,31	66	73
US70 MT	68	70	17,10,27	66	72
US72 WY	67	65	18,10,28	66	67
US74 CO	66	64	17,10,27	65	66
US76 UT	63	64	17,10,27	62	66
US77 NM	69	67	17,10,27	69	69
US79 AZ	62	64	16,10,25	61	66
US83 ID	62	64	17,10,27	60	66
US84 WA	60	62	16,10,26	58	64
US85 OR	61	63	18,10,28	59	65
US86 NV	62	64	15,10,25	61	66
US87 CA-N	62	61	14,10,24	61	63
US88 CA-S	61	63	15,10,25	60	65

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: NL AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	59	62	18,10,28	53	66
US12 NH	59	62	18,10,28	53	66
US13 VT	59	60	18,10,26	53	64
US14 MA	56	59	15,10,25	50	63
US15 RI	56	59	15,10,25	50	63
US16 CT	56	59	15,10,25	50	63
US17 NY	58	60	17,10,27	52	64
US19 NJ	56	59	15,10,25	50	63
US20 PA	57	60	16,10,26	51	64
US22 DE	56	59	15,10,25	50	63
US23 MD	56	59	15,10,25	50	63
US24 DC	56	59	15,10,25	50	63
US25 VA	57	61	16,10,26	51	65
US27 WV	56	61	15,10,25	50	65
US28 KY	65	63	17,10,27	56	67
US30 MI	62	63	21,10,31	56	67
US32 WI	60	65	19,10,29	54	69
US33 OH	57	61	16,10,26	51	65
US35 IN	58	62	17,10,27	52	66
US38 IL	59	62	18,10,28	53	66
US40 NC	57	62	17,10,27	51	66
US42 TN	59	64	19,10,29	50	68
US44 SC	57	62	19,10,29	48	66
US45 GA	57	66	19,10,29	49	70
US47 AL	62	65	20,10,30	53	69
US48 MS	62	65	20,10,30	53	69
US49 FL-N	63	66	20,10,30	54	70
US496FL-S	58	67	21,10,31	52	71
US50 MN	62	65	21,10,31	56	69
US51 ND	69	67	23,10,33	61	71
US52 SD	69	67	23,10,33	61	71
US53 IA	67	65	19,10,29	59	69
US55 NE	66	65	22,10,32	58	69
US56 MO	64	65	21,10,31	55	69
US58 KS	64	68	22,10,32	56	72
US60 AR	62	65	21,10,31	53	69
US62 OK	63	68	23,10,33	55	72
US64 LA	61	64	21,10,31	52	68
US66 TX-N	63	68	23,10,33	55	72
US68 TX-S	61	66	23,10,33	53	70
US70 MT	69	69	25,10,35	61	73
US72 WY	69	68	24,10,34	61	72
US74 CO	64	70	24,10,34	54	74
US76 UT	66	69	24,10,34	58	73
US77 NM	64	69	23,10,33	56	73
US79 AZ	65	67	24,10,34	57	71
US83 ID	65	69	25,10,35	63	73
US84 WA	63	68	25,01,35	61	72
US85 OR	64	70	25,10,35	62	74
US86 NV	67	67	25,10,35	59	71
US87 CA-N	62	66	25,10,35	63	70
US88 CA-S	63	66	25,10,35	62	70

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: NO AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	69				62
US12 NH	69				62
US13 VT	69				60
US14 MA	66				59
US15 RI	66				59
US16 CT	66				59
US17 NY	68				60
US19 NJ	66				59
US20 PA	67				60
US22 DE	66				59
US23 MD	66				59
US24 DC	66				59
US25 VA	67				61
US27 WV	66				61
US28 KY	68				62
US30 MI	72				63
US32 WI	70				65
US33 OH	67				61
US35 IN	68				62
US38 IL	69				62
US40 NC	67				61
US42 TN	69				63
US44 SC	67				61
US45 GA	67				62
US47 AL	72				63
US48 MS	72				64
US49 FL-N	67				63
US496FL-S	68				65
US50 MN	72				65
US51 ND	79				67
US52 SD	79				67
US53 IA	79				65
US55 NE	76				65
US56 MO	74				65
US58 KS	74				67
US60 AR	72				66
US62 OK	73				66
US64 LA	71				66
US66 TX-N	74				67
US68 TX-S	71				67
US70 MT	79				69
US72 WY	79				68
US74 CO	74				68
US76 UT	76				69
US77 NM	74				67
US79 AZ	75				69
US83 ID	75				69
US84 WA	73				69
US85 OR	74				69
US86 NV	73				69
US87 CA-N	73				69
US88 CA-S	73				69

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: PN AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	61	58	17,10,27	50	62
US12 NH	61	58	17,10,27	50	62
US13 VT	61	56	17,10,27	50	60
US14 MA	58	55	16,10,26	47	59
US15 RI	58	55	15,10,25	47	59
US16 CT	58	55	15,10,25	47	59
US17 NY	60	56	17,10,27	49	60
US19 NJ	58	55	15,10,25	47	59
US20 PA	59	56	16,10,26	48	60
US22 DE	58	55	14,10,24	47	59
US23 MD	58	55	14,10,24	47	59
US24 DC	58	53	14,10,24	47	57
US25 VA	59	53	14,10,24	48	57
US27 WV	58	53	15,10,25	47	57
US28 KY	60	55	15,10,25	49	59
US30 MI	64	59	19,10,29	53	63
US32 WI	62	61	20,10,30	51	65
US33 OH	59	57	16,10,26	48	61
US35 IN	60	58	16,10,26	49	62
US38 IL	61	58	17,10,27	52	62
US40 NC	58	54	13,10,23	49	58
US42 TN	55	56	15,10,25	54	60
US44 SC	55	54	13,10,23	49	58
US45 GA	55	49	13,10,23	49	53
US47 AL	51	48	13,01,23	50	52
US48 MS	51	48	15,10,25	50	52
US49 FL-N	52	49	14,10,24	51	53
US496FL-S	56	50	15,10,25	50	54
US50 MN	64	55	21,10,31	53	59
US51 ND	63	55	21,10,31	57	59
US52 SD	63	54	20,10,30	57	58
US53 IA	54	54	18,10,28	53	58
US55 NE	60	53	19,10,29	54	57
US56 MO	53	50	17,10,27	52	54
US58 KS	58	51	19,10,29	52	55
US60 AR	51	48	16,10,26	50	52
US62 OK	57	51	19,10,29	51	55
US64 LA	50	47	16,10,26	49	51
US66 TX-N	57	51	19,10,29	51	55
US68 TX-S	55	49	19,10,29	49	53
US70 MT	63	53	22,10,32	57	57
US72 WY	63	55	21,10,31	57	59
US74 CO	58	53	21,10,31	52	57
US76 UT	60	54	22,10,32	54	58
US77 NM	58	52	21,10,31	52	56
US79 AZ	59	53	21,10,31	53	57
US83 ID	63	57	23,10,33	57	61
US84 WA	63	57	23,10,33	57	61
US85 OR	64	57	23,10,33	58	61
US86 NV	61	55	23,10,33	55	59
US87 CA-N	62	55	23,10,33	56	59
US88 CA-S	61	54	22,10,32	55	58

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: NL AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	63	61			66
US12 NH	63	61			66
US13 VT	63	59			64
US14 MA	60	58			63
US15 RI	60	58			63
US16 CT	60	58			63
US17 NY	62	59			64
US19 NJ	60	58			63
US20 PA	61	59			64
US22 DE	60	58			63
US23 MD	60	58			63
US24 DC	60	58			63
US25 VA	61	60			65
US27 WV	60	60			65
US28 KY	62	61			66
US30 MI	66	62			67
US32 WI	64	64			69
US33 OH	61	60			65
US35 IN	62	61			66
US38 IL	63	61			66
US40 NC	57	60			65
US42 TN	59	62			67
US44 SC	57	60			65
US45 GA	57	61			66
US47 AL	64	62			67
US48 MS	64	63			68
US49 FL-N	64	62			67
US496FL-S	59	64			69
US50 MN	67	64			69
US51 ND	67	66			71
US52 SD	67	66			71
US53 IA	65	64			69
US55 NE	64	64			69
US56 MO	65	64			69
US58 KS	62	66			71
US60 AR	64	65			70
US62 OK	61	65			70
US64 LA	63	65			70
US66 TX-N	61	66			71
US68 TX-S	59	66			71
US70 MT	67	68			73
US72 WY	67	67			72
US74 CO	62	67			72
US76 UT	64	68			73
US77 NM	62	66			71
US79 AZ	63	68			73
US83 ID	67	68			73
US84 WA	67	68			73
US85 OR	68	68			73
US86 NV	65	68			73
US87 CA-N	65	68			73
US88 CA-S	64	68			73

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: NL AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	56	58	18,10,26	57	63
US12 NH	56	58	16,10,26	57	63
US13 VT	56	56	14,10,24	57	61
US14 MA	53	55	13,10,23	54	60
US15 RI	53	55	13,10,23	54	60
US16 CT	53	55	13,10,23	54	60
US17 NY	55	56	14,10,24	56	61
US19 NJ	53	55	13,10,23	54	60
US20 PA	54	56	14,10,24	55	61
US22 DE	53	55	13,10,23	54	60
US23 MD	53	55	13,10,23	54	60
US24 DC	53	55	13,10,23	54	60
US25 VA	54	57	15,10,25	55	62
US27 WV	53	57	15,10,25	54	62
US28 KY	55	58	16,10,26	56	63
US30 MI	59	59	17,10,27	60	64
US32 WI	57	61	19,10,29	58	66
US33 OH	54	57	15,10,25	55	62
US35 IN	55	58	16,10,26	56	63
US38 IL	56	58	16,10,26	57	63
US40 NC	53	57	15,10,25	55	62
US42 TN	55	59	17,10,27	56	64
US44 SC	53	57	15,10,25	54	62
US45 GA	53	58	16,10,26	55	63
US47 AL	62	59	17,10,27	63	64
US48 MS	62	60	18,10,28	63	65
US49 FL-N	63	59	17,10,27	64	64
US496FL-S	55	61	19,10,29	56	66
US50 MN	69	61	19,10,29	70	66
US51 ND	69	63	21,10,31	70	68
US52 SD	69	63	21,10,31	70	68
US53 IA	67	61	19,10,29	68	66
US55 NE	66	61	19,10,29	67	66
US56 MO	64	61	19,10,29	65	66
US58 KS	64	63	21,10,31	65	68
US60 AR	62	62	20,10,30	63	67
US62 OK	63	62	20,10,30	64	67
US64 LA	61	62	20,10,30	62	67
US66 TX-N	63	63	17,10,27	64	68
US68 TX-S	61	63	17,10,27	62	68
US70 MT	69	65	23,10,33	70	70
US72 WY	69	64	22,10,32	70	69
US74 CO	64	64	22,10,32	65	69
US76 UT	66	65	23,10,33	67	70
US77 NM	64	63	21,10,31	65	68
US79 AZ	65	65	23,10,33	66	70
US83 ID	69	65	23,10,33	70	70
US84 WA	69	65	23,10,33	70	70
US85 OR	70	65	23,10,33	71	70
US86 NV	67	65	23,10,33	68	70
US87 CA-N	64	65	23,10,33	65	70
US88 CA-S	63	65	23,10,33	64	70

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: NL AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	50	44	16,10,26	45	50
US12 NH	50	44	16,10,26	45	50
US13 VT	50	42	16,10,26	45	48
US14 MA	47	41	14,10,24	42	47
US15 RI	47	41	16,10,26	42	47
US16 CT	47	41	16,10,26	42	47
US17 NY	49	42	15,10,25	44	48
US19 NJ	47	41	16,10,26	42	47
US20 PA	48	42	14,10,24	43	48
US22 DE	47	41	13,10,23	42	47
US23 MD	47	41	13,10,23	42	47
US24 DC	47	41	13,10,23	42	47
US25 VA	48	43	13,10,23	43	49
US27 WV	47	43	13,10,23	42	49
US28 KY	46	44	15,10,25	41	50
US30 MI	53	45	16,10,26	48	51
US32 WI	51	47	16,10,26	46	53
US33 OH	48	43	15,10,25	43	49
US35 IN	49	44	16,10,26	44	50
US38 IL	50	43	17,10,27	45	49
US40 NC	45	41	14,10,24	40	47
US42 TN	46	43	16,10,26	41	49
US44 SC	45	41	14,10,24	40	47
US45 GA	45	42	15,10,25	40	48
US47 AL	49	41	16,10,26	44	47
US48 MS	49	41	17,10,27	44	47
US49 FL-N	50	42	15,10,25	45	48
US496FL-S	46	43	16,10,26	41	49
US50 MN	53	48	20,10,30	48	54
US51 ND	56	48	21,10,31	51	54
US52 SD	56	47	21,10,31	51	53
US53 IA	51	47	19,10,29	46	53
US55 NE	53	46	20,10,30	48	52
US56 MO	51	43	18,10,28	46	49
US58 KS	51	44	20,10,30	46	50
US60 AR	49	41	18,10,28	44	47
US62 OK	50	44	20,10,30	45	50
US64 LA	48	40	17,10,27	43	46
US66 TX-N	50	44	20,10,30	45	50
US68 TX-S	48	42	21,10,31	43	48
US70 MT	56	46	23,10,33	51	52
US72 WY	56	48	22,10,32	51	54
US74 CO	51	46	22,10,32	46	52
US76 UT	53	47	22,10,32	48	53
US77 NM	51	45	21,10,31	46	51
US79 AZ	52	46	22,10,32	47	52
US83 ID	56	50	23,10,33	51	56
US84 WA	56	50	23,10,33	51	56
US85 OR	57	50	24,10,34	52	56
US86 NV	54	48	23,10,33	49	54
US87 CA-N	55	48	23,10,33	50	54
US88 CA-S	54	47	23,10,33	49	53

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: NL AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	62	67	17,12,29	62	72
US12 NH	62	67	17,12,29	62	72
US13 VT	62	65	17,12,29	62	70
US14 MA	59	64	14,12,26	59	69
US15 RI	59	64	14,12,26	59	69
US16 CT	59	64	14,12,26	59	69
US17 NY	61	65	16,12,28	61	70
US19 NJ	59	64	14,12,26	59	69
US20 PA	60	65	15,12,27	60	70
US22 DE	59	64	14,12,26	59	69
US23 MD	59	64	14,12,26	59	69
US24 DC	59	64	14,12,26	59	69
US25 VA	60	66	15,12,27	60	71
US27 WV	59	66	14,12,26	59	71
US28 KY	61	68	16,12,28	61	73
US30 MI	65	68	20,12,32	65	73
US32 WI	63	70	18,12,30	63	75
US33 OH	60	66	15,12,27	60	71
US35 IN	61	67	16,12,28	61	72
US38 IL	62	67	17,12,29	62	72
US40 NC	59	67	16,12,28	59	72
US42 TN	61	69	18,12,30	61	74
US44 SC	59	67	18,12,30	59	72
US45 GA	60	68	18,12,30	60	73
US47 AL	60	69	19,12,31	60	74
US48 MS	60	70	19,12,31	60	75
US49 FL-N	61	68	19,12,31	61	73
US496FL-S	61	69	20,12,32	61	74
US50 MN	69	70	20,12,32	69	75
US51 ND	69	72	22,12,34	69	77
US52 SD	69	72	22,12,34	69	77
US53 IA	67	70	18,12,30	67	75
US55 NE	66	70	21,12,33	66	75
US56 MO	62	71	20,12,32	62	76
US58 KS	64	73	21,12,33	64	78
US60 AR	60	71	20,12,32	60	76
US62 OK	63	73	22,12,34	63	78
US64 LA	59	70	20,12,32	59	75
US66 TX-N	63	73	22,12,34	63	78
US68 TX-S	61	74	22,12,34	61	79
US70 MT	69	74	24,12,36	69	79
US72 WY	69	73	23,12,35	69	78
US74 CO	64	75	23,12,35	64	80
US76 UT	65	75	23,12,35	66	80
US77 NM	64	74	22,12,34	64	79
US79 AZ	65	75	23,12,35	65	80
US83 ID	63	74	24,12,36	63	79
US84 WA	67	74	24,12,36	67	79
US85 OR	71	74	24,12,36	71	79
US86 NV	67	76	24,12,36	67	81
US87 CA-N	65	76	24,12,36	66	81
US88 CA-S	66	76	24,12,36	65	81

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: NL AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	74	71	19,14,33	70	72
US12 NH	74	71	19,14,33	70	72
US13 VT	74	69	19,14,33	70	70
US14 MA	71	68	16,14,30	67	69
US15 RI	71	68	16,14,30	67	69
US16 CT	71	68	16,14,30	67	69
US17 NY	73	69	18,14,32	69	70
US19 NJ	71	68	16,14,30	67	69
US20 PA	72	69	17,14,31	68	70
US22 DE	71	68	16,14,30	67	69
US23 MD	71	68	16,14,30	67	69
US24 DC	71	68	16,14,30	67	69
US25 VA	72	70	17,14,31	68	71
US27 WV	71	70	16,14,30	67	71
US28 KY	73	71	18,14,32	69	72
US30 MI	77	72	22,14,36	73	73
US32 WI	75	74	21,14,35	71	75
US33 OH	72	70	17,14,31	68	71
US35 IN	73	71	18,14,32	69	72
US38 IL	74	71	19,14,33	70	72
US40 NC	71	70	18,14,32	68	71
US42 TN	70	72	20,14,34	69	73
US44 SC	68	70	20,14,34	67	71
US45 GA	68	71	20,14,34	67	72
US47 AL	68	72	21,14,35	67	73
US48 MS	70	73	21,14,35	69	74
US49 FL-N	69	72	21,14,35	68	73
US496FL-S	70	74	22,14,36	69	75
US50 MN	77	74	22,14,36	73	75
US51 ND	79	76	24,14,38	75	77
US52 SD	79	76	24,14,38	75	77
US53 IA	75	74	20,14,34	71	75
US55 NE	78	74	23,14,37	74	75
US56 MO	77	74	22,14,36	73	75
US58 KS	74	76	23,14,37	73	77
US60 AR	71	75	22,14,36	70	76
US62 OK	74	75	24,14,38	73	76
US64 LA	71	75	22,14,36	70	76
US66 TX-N	74	76	24,14,38	73	77
US68 TX-S	74	76	24,14,38	73	77
US70 MT	81	78	26,14,40	77	79
US72 WY	80	77	25,14,39	76	78
US74 CO	76	77	25,14,39	75	78
US76 UT	80	78	25,14,39	76	79
US77 NM	76	76	24,14,38	75	77
US79 AZ	76	78	25,14,39	75	79
US83 ID	81	78	26,14,40	77	79
US84 WA	81	78	26,14,40	77	79
US85 OR	81	78	26,14,40	77	79
US86 NV	81	78	26,14,40	77	79
US87 CA-N	81	78	26,14,40	77	79
US88 CA-S	77	78	26,14,40	76	79

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: UK AND:			T TP-2 A,B,C	T TP-4	DPM MSC SUR
	4	5			
US11 ME	60	62	18,10,28	60	65
US12 NH	60	62	18,10,28	60	65
US13 VT	60	60	18,10,28	60	63
US14 MA	57	59	17,10,27	57	62
US15 RI	57	59	16,10,26	57	62
US16 CT	57	59	16,10,26	57	62
US17 NY	59	60	18,10,28	59	63
US19 NJ	57	59	15,10,26	57	62
US20 PA	58	60	17,10,27	58	63
US22 DE	57	59	15,10,25	57	62
US23 MD	57	59	15,10,25	57	62
US24 DC	57	59	15,10,25	57	62
US25 VA	58	63	15,10,25	58	66
US27 WV	57	63	16,10,26	57	66
US28 KY	59	65	16,10,26	59	68
US30 MI	63	63	20,10,30	63	66
US32 WI	61	65	21,10,31	61	68
US33 OH	58	61	17,10,27	58	64
US35 IN	59	62	17,10,27	59	65
US38 IL	60	62	18,10,28	60	65
US40 NC	59	64	14,10,24	59	67
US42 TN	61	66	16,10,26	56	69
US44 SC	54	64	14,10,24	54	67
US45 GA	55	63	14,10,24	55	66
US47 AL	61	62	14,10,24	61	65
US48 MS	61	62	16,10,26	61	65
US49 FL-N	56	63	15,10,25	58	66
US496FL-S	57	64	16,10,26	57	67
US50 MN	63	65	22,10,32	63	68
US51 ND	68	67	22,10,32	68	70
US52 SD	68	67	21,10,31	68	70
US53 IA	67	65	19,10,29	67	68
US55 NE	65	65	20,10,30	65	68
US56 MO	63	65	18,10,28	63	68
US58 KS	63	65	20,10,30	63	68
US60 AR	61	62	17,10,27	61	65
US62 OK	62	65	20,10,30	62	68
US64 LA	60	61	17,10,27	60	64
US66 TX-N	62	65	20,10,30	62	68
US68 TX-S	60	63	20,10,30	60	66
US70 MT	78	69	23,10,33	78	72
US72 WY	68	68	22,10,32	68	71
US74 CO	63	67	22,10,32	63	70
US76 UT	65	74	23,10,33	65	77
US77 NM	63	66	22,10,32	63	69
US79 AZ	64	72	22,10,32	64	75
US83 ID	68	74	24,10,34	68	77
US84 WA	70	73	24,10,34	70	76
US85 OR	71	75	24,10,34	71	78
US86 NV	71	72	24,10,34	71	75
US87 CA-N	70	71	24,10,34	71	74
US88 CA-S	70	71	23,10,33	70	74

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)

B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)

C- TOTAL OF A+B

BETWEEN: NL AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	63	62	18,14,32	60	64
US12 NH	63	62	18,14,32	60	64
US13 VT	63	60	18,14,32	60	62
US14 MA	60	59	17,14,31	57	61
US15 RI	60	59	16,14,30	57	61
US16 CT	60	59	16,14,30	57	61
US17 NY	62	60	18,14,32	59	62
US19 NJ	60	59	16,14,30	57	61
US20 PA	61	60	17,14,31	58	62
US22 DE	60	59	15,14,29	57	61
US23 MD	60	59	15,14,29	57	61
US24 DC	60	59	15,14,29	57	61
US25 VA	61	63	15,14,29	58	63
US27 WV	60	63	16,14,30	57	63
US28 KY	62	65	16,14,30	59	64
US30 MI	66	63	20,14,34	63	65
US32 WI	64	65	21,14,35	61	67
US33 OH	61	61	17,14,31	58	63
US35 IN	62	62	17,14,31	59	64
US38 IL	63	62	18,14,32	60	64
US40 NC	63	64	14,14,28	59	63
US42 TN	65	66	16,14,30	56	65
US44 SC	61	64	14,14,28	54	63
US45 GA	63	63	14,14,28	55	64
US47 AL	65	62	14,14,28	61	65
US48 MS	65	62	16,14,30	61	66
US49 FL-N	60	63	15,14,29	58	65
US496FL-S	61	64	16,14,30	57	67
US50 MN	66	65	22,14,36	63	67
US51 ND	72	67	22,14,36	68	69
US52 SD	72	67	21,14,35	68	69
US53 IA	71	65	19,14,33	67	67
US55 NE	69	65	20,14,34	65	67
US56 MO	67	65	18,14,32	63	67
US58 KS	67	65	20,14,34	63	69
US60 AR	65	62	17,14,31	61	68
US62 OK	66	65	20,14,34	62	68
US64 LA	64	61	17,14,31	60	68
US66 TX-N	66	65	20,14,34	62	69
US68 TX-S	64	63	20,14,34	60	69
US70 MT	82	69	23,14,37	78	71
US72 WY	72	68	22,14,36	68	70
US74 CO	67	67	22,14,36	63	70
US76 UT	69	74	23,14,37	65	71
US77 NM	67	66	22,14,36	63	69
US79 AZ	68	72	22,14,36	64	71
US83 ID	72	74	24,14,38	68	71
US84 WA	74	73	24,14,38	70	71
US85 OR	75	75	24,14,38	71	71
US86 NV	75	72	24,14,38	71	71
US87 CA-N	74	71	24,14,38	71	71
US88 CA-S	74	71	23,14,37	70	71

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

BETWEEN: NL AND:	4	5	T TP-2 A,B,C	T TP-4	DPM MSC SUR
US11 ME	56	57	26	61	61
US12 NH	56	57	26	61	61
US13 VT	56	55	26	61	59
US14 MA	53	54	25	58	58
US15 RI	53	54	25	58	58
US16 CT	53	54	25	58	58
US17 NY	55	55	23	60	59
US19 NJ	53	54	23	58	58
US20 PA	54	55	23	59	59
US22 DE	53	54	23	58	58
US23 MD	53	54	23	58	58
US24 DC	53	54	23	58	58
US25 VA	52	52	23	57	56
US27 WV	53	54	23	58	58
US28 KY	53	54	22	58	58
US30 MI	53	58	22	64	62
US32 WI	49	60	21	54	64
US33 OH	54	56	22	59	60
US35 IN	55	57	21	60	61
US38 IL	56	57	21	61	61
US40 NC	52	53	22	57	57
US42 TN	52	55	22	57	59
US44 SC	55	53	22	60	57
US45 GA	53	54	22	58	58
US47 AL	52	53	22	57	57
US48 MS	50	53	22	55	57
US49 FL-N	51	54	22	56	58
US496FL-S	52	55	24	57	59
US50 MN	49	54	21	54	58
US51 ND	49	51	21	54	55
US52 SD	48	51	20	53	55
US53 IA	48	54	20	53	58
US55 NE	49	48	20	54	52
US56 MO	50	55	20	55	59
US58 KS	49	56	20	54	60
US60 AR	50	53	20	55	57
US62 OK	49	54	20	54	58
US64 LA	50	52	21	55	56
US66 TX-N	47	56	21	52	60
US68 TX-S	48	54	20	53	58
US70 MT	51	52	16	56	56
US72 WY	45	46	17	50	50
US74 CO	44	45	16	49	49
US76 UT	44	45	16	49	49
US77 NM	46	47	15	51	51
US79 AZ	43	44	16	48	48
US83 ID	44	46	15	49	50
US84 WA	43	44	17	48	48
US85 OR	44	45	14	49	49
US86 NV	42	44	13	47	48
US87 CA-N	41	42	14	47	46
US88 CA-S	41	43	14	46	47

A- TOTAL CARRIER TIME(PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS)
B- TOTAL DTS TIME(PROCESSING AT APOE/D, FLIGHT TIME)
C- TOTAL OF A+B

APPENDIX BL

TRANSIT TIMES FOR INTERNATIONAL TGBL AND DPM UNACCOMPANIED BAGGAGE SHIPMENTS BETWEEN CONUS AND OVERSEAS

1. The transit times were developed by MTMC in coordination with the military service headquarters and industry and are based on actual transportation experience, capabilities, and schedules. Normally, these are the minimum times which should be applied when constructing required delivery dates (RDDs). However, sound traffic management principles, the needs of the member, existing policies, and individual carrier's capabilities should apply.
2. In determining the RDD in conjunction with the transit time, the day after pickup is counted as the first day of transit time. In cases of multiple pickups for consolidated shipments, the first day of the transit time shall be the day after the last shipment pickup. Transit times shall be measured in calendar days (Saturdays, Sundays and holidays are counted as part of the transit time). The day of pickup and the day of the delivery shall not be scheduled on Saturdays, Sundays, or holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. A lesser transit time may be applied by a transportation officer to satisfy the needs of the DOD member when valid reasons exist and proper justification is provided. When assigning a transit time less than that published in this appendix, a carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement. Also, these transit times should not be considered as the maximum allowable when constructing the RDD.

{Pages BL-3 thru BL-18 are various charts.}

a. The carrier has 30 days and the Defense Transportation System (DTS) has 8 days, for a total time of 38 days. If the shipment misses the RDD by 7 days, the carrier will be considered

RATE AREA DEFINITIONS

AS11	AUSTRALIA, CANBERRA
AS21	AUSTRALIA, ALC SP WMRA
BD	BERMUDA
BE	BELGIUM
CU	CUBA
GE	GERMANY
GQ	GUAM ISLAND-US
GR29	CRETE
IC	ICELAND
IT	ITALY
IT10	SICILY
IT20	SARDINIA
JA01	JAPAN, CENTRAL
JA02	JAPAN, SOUTH
JA03	JAPAN, NORTH
JA96	OKINAWA
KS	KOREA
NL	NETHERLANDS
NO	NORWAY
PN	PANAMA
PO	PORTUGAL
P001	AZORES
RQ	PUERTO RICO
SP	SPAIN
TU	TURKEY
UK	UNITED KINGDOM
UK76	SCOTLAND
US89	HAWAII

BL-6

AND	BETWEEN	IT	7	8	J1	J2	TOT	DPM MSC	DPM AMC	DPM COM	AND	BETWEEN	IT10	7	8	J1	J2	TOT	DPM MSC	DPM AMC	DPM COM	AND	BETWEEN	IT20	7	8	J1	J2	TOT	DPM MSC	DPM AMC	DPM COM		
US11 ME	51	25	25	8	33	60	30	28	28	US11	50	24	24	8	32	63	30	28	28	US11	55	26												
US12 NH	51	25	25	8	33	60	30	27	27	US12	50	24	24	8	32	62	30	27	27	US12	55	26												
US13 VT	51	24	25	8	33	59	30	27	27	US13	50	23	24	8	32	62	30	27	27	US13	55	25												
US14 MA	51	24	25	8	33	59	30	27	27	US14	50	23	24	8	32	62	30	27	27	US14	55	25												
US15 RI	50	24	24	8	32	59	29	27	27	US15	49	23	24	8	32	62	30	27	27	US15	54	25												
US16 CT	50	24	24	8	32	59	29	27	27	US16	49	23	24	8	32	62	30	27	27	US16	54	25												
US17 NY	50	24	24	8	32	59	29	27	27	US17	49	23	23	8	31	62	30	27	27	US17	54	25												
US19 NJ	50	24	24	8	32	59	29	27	27	US19	49	23	23	8	31	62	29	27	27	US19	54	25												
US20 PA	50	24	24	8	32	59	29	27	27	US20	49	23	23	8	31	62	29	27	27	US20	54	25												
US22 DE	50	24	24	8	32	59	29	27	27	US22	49	23	23	8	31	62	29	27	27	US22	54	25												
US24 MD	50	24	24	8	32	59	29	27	27	US24	49	23	23	8	31	62	29	27	27	US24	54	25												
US25 VA	50	24	24	8	32	59	29	27	27	US25	49	24	23	8	31	65	29	28	28	US25	54	26												
US27 WV	50	25	24	8	32	62	29	28	28	US27	49	24	24	8	31	65	30	28	28	US27	54	26												
US28 KY	51	25	26	8	34	62	31	28	28	US28	50	24	24	8	32	63	30	28	28	US28	55	26												
US30 MI	51	25	26	8	33	60	30	28	28	US30	50	24	24	8	32	63	30	28	28	US30	55	26												
US32 WI	51	25	26	8	33	60	30	28	28	US32	50	24	24	8	32	63	30	28	28	US32	54	26												
US34 OH	51	25	26	8	34	60	31	28	28	US34	49	24	23	8	31	63	29	28	28	US34	55	26												
US36 IN	51	25	26	8	34	60	31	28	28	US36	50	24	24	8	32	63	30	28	28	US36	55	26												
US38 IL	51	26	25	8	33	61	30	29	29	US38	50	25	24	8	32	64	30	29	29	US38	55	27												
US40 NC	49	25	24	8	32	62	29	28	28	US40	48	24	23	8	31	65	29	28	28	US40	53	26												
US42 TN	47	25	25	8	33	62	30	28	28	US42	46	24	23	8	31	65	29	28	28	US42	51	26												
US44 SC	47	25	24	8	32	92	29	28	28	US44	46	24	23	8	31	65	29	28	28	US44	51	26												
US45 GA	47	25	26	8	33	63	30	28	28	US45	46	24	24	8	32	66	30	29	29	US45	51	26												
US47 AL	53	26	26	8	34	63	31	29	29	US47	52	25	24	8	32	66	30	29	29	US47	57	27												
US48 MS	53	26	26	8	34	63	31	29	29	US48	52	25	24	8	32	66	30	29	29	US48	57	27												
US49 FL-N	47	26	25	8	33	63	30	29	29	US49	46	25	24	8	32	66	30	29	29	US49	51	27												
US49 FL-S	47	26	25	8	33	63	30	29	29	US49	46	25	24	8	32	66	30	29	29	US49	51	27												
US50 MN	56	28	28	8	36	61	33	31	31	US50	55	27	25	8	33	64	31	31	31	US50	60	29												
US51 ND	56	31	31	8	39	66	36	34	34	US51	55	30	27	8	35	69	33	34	34	US51	60	32												
US52 SD	56	25	30	8	38	65	35	28	28	US52	55	24	27	8	35	68	33	28	28	US52	60	26												
US53 IA	55	26	28	8	36	63	33	29	29	US53	54	25	26	8	33	66	31	29	29	US53	59	27												
US55 ME	55	29	28	8	36	64	33	32	32	US55	54	28	27	8	35	67	33	32	32	US55	58	27												
US56 MO	54	26	26	8	36	64	31	29	29	US56	53	25	26	8	33	67	31	29	29	US56	58	30												
US58 KS	54	28	28	8	36	64	33	31	31	US58	53	27	25	8	33	67	31	31	31	US58	58	29												
US60 AR	53	28	26	8	34	64	31	31	31	US60	52	27	25	8	33	67	31	31	31	US60	57	29												
US62 OK	54	28	29	8	37	66	34	31	31	US62	53	27	27	8	35	69	33	31	31	US62	58	29												
US64 TX	53	28	26	8	34	64	31	31	31	US64	52	27	25	8	33	67	31	31	31	US64	57	29												
US66 LA	54	28	25	8	33	66	30	31	31	US66	53	27	27	8	35	69	33	31	31	US66	58	29												
US68 TX-S	54	28	25	8	33	66	30	31	31	US68	53	27	27	8	35	69	33	31	31	US68	58	29												
US70 MT	58	32	22	8	30	67	37	35	35	US70	57	31	29	8	37	70	35	35	35	US70	62	33												
US72 WY	56	30	30	8	38	65	35	33	33	US72	55	29	28	8	36	68	34	33	33	US72	60	31												
US74 CO	55	30	29	8	37	67	34	33	33	US74	54	29	28	8	36	70	34	33	33	US74	59	31												
US76 UT	56	30	30	8	38	68	35	33	33	US76	55	29	29	8	37	71	35	35	35	US76	60	31												
US77 NM	54	29	30	8	38	67	35	32	32	US77	53	28	28	8	36	70	34	33	33	US77	58	30												
US79 AZ	55	30	31	8	39	68	36	33	33	US79	54	29	25	8	33	71	35	35	35	US79	59	31												
US83 ID	58	30	32	8	40	67	37	33	33	US83	57	29	25	8	33	70	37	35	35	US83	62	31												
US84 WA	58	32	32	8	40	67	37	35	35	US84	57	31	31	8	39	70	37	35	35	US84	63	33												
US85 OR	59	32	32	8	40	67	37	35	35	US85	58	31	31	8	39	70	37	35	35	US85	63	33												
US86 NV	56	31	31	8	39	69	36	34	34	US86	55	30	30	8	38	72	36	34	34	US86	60	32												
US87 CA-W	55	32	32	8	40	70	37	35	35	US87	54	31	31	8	39	73	37	35	35	US87	59	33												
US88 CA-S	55	32	32	8	40	70	37	35	35	US88	54	31	31	8	39	73	37	35	35	US88	59	33												
J1 - TOTAL CARRIER TIME (PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS/PORT AGENT PROCESSING).																																		
J2-TOTAL DIS TIME (PROCESSING AT APOED, FLIGHT TIME).																																		

	AND	BETWEEN	JA01	7	8	J1	J2	TOT	DPM				AND	BETWEEN	JA02	7	8	J1	J2	TOT	DPM				AND	BETWEEN	JA96	7	8	J1	J2	TOT	DPM			
									MSC	AMC	COM	AIR									MSC	AMC	COM	AIR									MSC	AMC	COM	AIR
US11	ME			53	32	32	8	40	62	35	33	33	US11			56	35	35	8	43	66	40	38	US11			60	26	28	8	36	65	35	31		
US12	NH			53	32	32	8	40	62	35	33	33	US12			56	35	35	8	43	66	40	38	US12			60	26	28	8	36	65	35	33		
US13	VT			53	32	32	8	40	61	35	33	33	US13			56	35	35	8	43	65	40	38	US13			60	26	28	8	36	64	35	33		
US14	MA			53	32	32	8	40	61	35	33	33	US14			56	35	35	8	43	65	40	38	US14			60	26	28	8	36	64	35	33		
US15	RI			52	32	32	8	40	61	35	33	33	US15			55	35	35	8	43	65	40	38	US15			59	26	28	8	36	64	35	33		
US16	CT			52	32	32	8	40	61	35	33	33	US16			55	35	35	8	43	65	40	38	US16			59	26	28	8	36	64	35	33		
US17	NY			52	32	32	8	40	61	35	33	33	US17			55	35	35	8	43	65	40	38	US17			59	26	28	8	36	64	35	33		
US19	NJ			52	32	32	8	40	61	35	33	33	US19			55	35	35	8	43	65	40	38	US19			59	26	28	8	36	64	35	33		
US20	PA			52	32	32	8	40	61	35	33	33	US20			55	35	35	8	43	65	40	38	US20			59	26	28	8	36	64	35	33		
US22	DE			52	32	32	8	40	61	35	33	33	US22			55	35	35	8	43	65	40	38	US22			59	26	28	8	36	64	35	33		
US23	MD			52	32	32	8	40	61	35	33	33	US23			55	35	35	8	43	65	40	38	US23			59	26	28	8	36	64	35	33		
US24	DC			52	32	32	8	40	61	35	33	33	US24			55	35	35	8	43	65	40	38	US24			59	26	28	8	36	64	35	33		
US25	VA			52	32	32	8	40	63	35	33	33	US25			55	35	35	8	43	67	40	38	US25			59	26	28	8	36	68	35	33		
US27	WV			52	32	32	8	40	63	35	33	33	US27			55	35	35	8	43	67	40	38	US27			59	26	28	8	36	68	35	33		
US28	KY			53	31	31	8	39	63	34	32	32	US28			56	34	34	8	42	67	39	37	US28			60	25	27	8	35	68	34	32		
US30	MI			53	31	31	8	39	62	34	32	32	US30			56	34	34	8	42	66	39	37	US30			60	25	27	8	35	65	33	31		
US32	WI			53	30	30	8	38	62	33	31	31	US32			56	33	33	8	41	66	38	36	US32			60	24	26	8	34	65	33	31		
US34	OH			52	31	31	8	39	62	34	32	32	US34			55	34	34	8	42	66	39	37	US34			59	25	27	8	35	65	34	32		
US36	IN			53	30	30	8	38	62	33	31	31	US36			56	33	33	8	41	66	38	36	US36			60	24	26	8	34	65	33	31		
US38	IL			53	30	30	8	38	63	33	31	31	US38			56	33	33	8	41	67	38	36	US38			60	24	26	8	34	66	33	31		
US40	NC			56	32	32	8	40	63	35	33	33	US40			59	35	35	8	43	67	40	38	US40			63	26	28	8	36	68	35	33		
US42	TN			56	31	31	8	39	63	34	32	32	US42			59	34	34	8	42	67	39	37	US42			62	25	27	8	35	68	34	32		
US44	SC			55	32	32	8	40	63	35	33	33	US44			58	35	35	8	43	67	40	38	US44			62	26	28	8	36	68	35	33		
US45	GA			55	31	31	8	39	63	34	32	32	US45			58	34	34	8	42	67	39	37	US45			62	25	27	8	35	65	34	32		
US47	AL			52	30	30	8	38	62	33	31	31	US47			55	33	33	8	41	66	38	36	US47			59	24	26	8	34	64	33	31		
US48	MS			52	30	30	8	38	62	33	31	31	US48			55	33	33	8	41	66	38	36	US48			59	24	26	8	34	64	33	31		
US49	FL-N			54	32	32	8	40	64	35	33	33	US49			57	35	35	8	43	68	40	38	US49			61	26	28	8	36	66	35	33		
US49	FL-S			53	32	32	8	40	64	35	33	33	US49			56	35	35	8	43	68	40	38	US49			60	26	28	8	36	66	35	33		
US50	MD			54	29	29	8	37	56	32	30	30	US50			57	32	32	8	40	60	37	35	US50			58	23	25	8	33	62	32	30		
US51	ND			48	31	31	8	39	55	34	32	32	US51			51	34	34	8	42	59	39	37	US51			56	25	27	8	35	61	36	31		
US52	SD			55	30	32	8	40	55	35	35	35	US52			58	33	35	8	43	59	40	36	US52			59	24	26	8	33	61	36	31		
US53	IA			52	29	29	8	37	56	32	30	30	US53			55	32	32	8	40	60	37	35	US53			59	23	25	8	33	62	32	30		
US55	ME			52	29	29	8	37	55	32	30	30	US55			55	32	32	8	40	59	37	35	US55			60	23	25	8	33	61	32	30		
US56	MO			53	29	29	8	37	63	32	30	30	US56			56	32	32	8	40	67	37	35	US56			58	23	25	8	33	65	32	30		
US58	KS			51	28	28	8	36	63	31	29	29	US58			54	31	31	8	39	67	36	34	US58			59	22	24	8	32	65	31	29		
US60	AR			52	30	30	8	38	62	33	31	29	US60			55	33	33	8	41	66	38	36	US60			58	22	24	8	34	64	33	31		
US62	OK			51	28	28	8	36	63	31	29	29	US62			54	31	31	8	39	67	36	34	US62			58	22	25	8	33	65	31	29		
US64	LA			52	30	30	8	38	62	33	31	29	US64			55	33	33	8	41	66	38	36	US64			59	24	26	8	34	64	33	31		
US66	TX-W			51	28	28	8	36	62	31	29	29	US66			54	31	31	8	39	66	36	3	US66			58	22	24	8	32	64	31	29		
US68	TX-S			51	28	28	8	36	62	31	29	29	US68			54	31	31	8	39	66	36	3	US68			58	22	24	8	32	64	31	29		
US70	MT			46	29	29	8	37	53	32	30	30	US70			49	32	32	8	40	57	37	35	US70			54	23	25	8	33	59	32	30		
US72	WY			51	26	26	8	34	55	29	27	27	US72			54	29	29	8	37	59	34	32	US72			55	20	22	8	40	58	29	27		
US74	CO			51	26	26	8	34	55	29	27	27	US74			54	29	29	8	37	59	34	32	US74			55	20	22	8	40	58	29	27		
US76	UT																																			

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BETWEEN IT 7 8 J1 J2 TOT										BETWEEN IT10 7 8 J1 J2 TOT										BETWEEN IT20 7 8 J1 J2 TOT												
AND	US11	ME	51	25	25	8	33	60	30	28	AND	US11	ME	50	24	24	8	32	63	30	28	AND	US11	ME	55	26	26	63	30	28		
US12	NH	51	25	25	8	33	60	30	28	US12	NH	50	24	24	8	32	63	30	28	US12	NH	55	26	26	63	30	28	US12	NH	55	26	26
US13	VT	51	24	25	8	33	59	30	27	US13	VT	50	23	24	8	32	62	30	27	US13	VT	55	25	25	62	30	27	US13	VT	55	25	25
US14	MA	51	24	25	8	33	59	30	27	US14	MA	50	23	24	8	32	62	30	27	US14	MA	55	25	25	62	30	27	US14	MA	55	25	25
US15	RI	50	24	24	8	32	59	29	27	US15	RI	49	23	24	8	32	62	30	27	US15	RI	54	25	25	62	30	27	US15	RI	54	25	25
US16	CT	50	24	24	8	32	59	29	27	US16	CT	49	23	24	8	32	62	30	27	US16	CT	54	25	25	62	30	27	US16	CT	54	25	25
US17	NY	50	24	24	8	32	59	29	27	US17	NY	49	23	23	8	31	62	30	27	US17	NY	54	25	25	62	30	27	US17	NY	54	25	25
US19	NJ	50	24	24	8	32	59	29	27	US19	NJ	49	23	23	8	31	62	29	27	US19	NJ	54	25	25	62	29	27	US19	NJ	54	25	25
US20	PA	50	24	24	8	32	59	29	27	US20	PA	49	23	23	8	31	62	29	27	US20	PA	54	25	25	62	29	27	US20	PA	54	25	25
US22	DE	50	24	24	8	32	59	29	27	US22	DE	49	23	23	8	31	62	29	27	US22	DE	54	25	25	62	29	27	US22	DE	54	25	25
US23	MD	50	24	24	8	32	59	29	27	US23	MD	49	23	23	8	31	62	29	27	US23	MD	54	25	25	62	29	27	US23	MD	54	25	25
US24	DC	50	24	24	8	32	59	29	27	US24	DC	49	23	23	8	31	62	29	27	US24	DC	54	25	25	62	29	27	US24	DC	54	25	25
US25	VA	50	25	24	8	32	62	29	28	US25	VA	49	24	24	8	32	65	30	28	US25	VA	54	26	26	69	30	28	US25	VA	54	26	26
US27	WV	50	25	24	8	32	69	29	28	US27	WV	49	24	24	8	32	65	30	28	US27	WV	54	26	26	69	30	28	US27	WV	54	26	26
US28	KY	51	25	25	8	34	62	31	30	US28	KY	50	24	23	8	31	65	29	28	US28	KY	55	26	26	69	29	28	US28	KY	55	26	26
US30	MI	51	25	25	8	33	60	30	30	US30	MI	50	24	23	8	32	63	30	28	US30	MI	55	26	26	63	30	28	US30	MI	55	26	26
US32	WI	51	25	25	8	33	60	30	30	US32	WI	50	24	24	8	32	63	30	28	US32	WI	55	26	26	63	30	28	US32	WI	55	26	26
US34	OH	50	25	25	8	33	60	30	30	US34	OH	49	24	24	8	32	63	30	28	US34	OH	55	26	26	63	30	28	US34	OH	55	26	26
US36	IN	51	25	26	8	34	61	30	29	US36	IN	50	24	24	8	32	64	30	29	US36	IN	55	27	27	64	30	29	US36	IN	55	27	27
US38	IL	51	26	25	8	33	62	29	28	US38	IL	49	24	23	8	31	65	29	28	US38	IL	53	26	26	69	29	28	US38	IL	53	26	26
US40	NC	49	25	24	8	32	62	29	28	US40	NC	48	24	23	8	31	65	29	28	US40	NC	53	26	26	69	29	28	US40	NC	53	26	26
US42	TN	47	25	25	8	33	62	29	28	US42	TN	46	24	23	8	31	65	29	28	US42	TN	51	26	26	69	29	28	US42	TN	51	26	26
US44	SC	47	25	24	8	32	62	29	28	US44	SC	46	24	23	8	31	65	29	28	US44	SC	51	26	26	69	29	28	US44	SC	51	26	26
US45	GA	47	25	25	8	33	63	30	30	US45	GA	46	24	24	8	32	66	30	29	US45	GA	51	27	27	70	30	29	US45	GA	51	27	27
US47	AL	53	26	26	8	34	63	31	29	US47	AL	52	25	24	8	32	66	30	29	US47	AL	57	27	27	70	30	29	US47	AL	57	27	27
US48	MS	53	26	26	8	34	63	31	29	US48	MS	46	25	24	8	32	66	30	29	US48	MS	51	27	27	70	30	29	US48	MS	51	27	27
US49	FL-N	47	26	25	8	33	63	30	29	US49	FL-N	46	25	24	8	32	66	30	29	US49	FL-N	51	27	27	70	30	29	US49	FL-N	51	27	27
US496	FL-S	47	26	25	8	33	63	30	29	US496	FL-S	46	25	24	8	32	66	30	29	US496	FL-S	51	27	27	70	30	29	US496	FL-S	51	27	27
US50	MN	56	28	28	8	36	61	33	31	US50	MN	55	27	25	8	33	64	31	31	US50	MN	60	29	29	70	30	29	US50	MN	60	29	29
US51	ND	56	31	31	8	39	66	36	34	US51	ND	55	30	27	8	35	69	33	34	US51	ND	60	32	32	70	30	29	US51	ND	60	32	32
US52	SD	56	25	30	8	38	65	35	28	US52	SD	55	24	27	8	35	68	33	28	US52	SD	59	27	27	66	33	28	US52	SD	59	27	27
US53	IA	55	26	28	8	36	63	33	29	US53	IA	54	25	25	8	33	66	31	29	US53	IA	59	30	30	67	33	29	US53	IA	59	30	30
US55	ME	55	29	28	8	36	64	33	32	US55	ME	54	28	27	8	35	67	33	32	US55	ME	58	27	27	71	31	29	US55	ME	58	27	27
US56	MO	54	26	26	8	36	64	31	29	US56	MO	53	25	25	8	33	67	31	29	US56	MO	58	29	29	71	31	29	US56	MO	58	29	29
US58	KS	54	28	28	8	36	64	33	31	US58	KS	53	27	25	8	33	67	31	31	US58	KS	58	29	29	71	31	31	US58	KS	58	29	29
US60	AR	54	28	26	8	34	64	31	31	US60	AR	53	27	25	8	33	67	31	31	US60	AR	58	29	29	71	31	31	US60	AR	58	29	29
US62	OK	54	28	29	8	37	66	34	31	US62	OK	53	27	27	8	35	69	33	31	US62	OK	58	29	29	71	31	31	US62	OK	58	29	29
US64	LA	53	28	26	8	34	64	31	31	US64	LA	52	27	25	8	33	67	31	31	US64	LA	57	29	29	71	31	31	US64	LA	57	29	29
US66	TX-W	54	28	25	8	33	66	30	31	US66	TX-W	53	27	27	8	35	69	33	31	US66	TX-W	58	29	29	73	33	31	US66	TX-W	58	29	29
US68	TX-S	54	28	25	8	33	66	30	31	US68	TX-S	53	27	27	8	35	69	33	31	US68	TX-S	58	29	29	73	33	31	US68	TX-S	58	29	29
US70	MT	58	32	22	8	30	67	37	35	US70	MT	57	31	29	8	37	70	35	35	US70	MT	62	33	33	73	33	31	US70	MT	62	33	33
US72	WY	56	30	30	8	38	65	35	33	US72	WY	55	29	28	8	36	68	34	33	US72	WY	60	31	31	73	33	31	US72	WY	60	31	31
US74	CO	55	30	29	8	37	67	34	33	US74	CO	54	29	29	8	36	70	34	33	US74	CO	60	31	31	74	34	33	US74	CO	60	31	31
US76	UT	56	30	30	8	38	68	35	33	US76	UT	55	29	29	8	37	71	35	33	US76	UT	60	31	31	74	34	33	US76	UT	60	31	31
US77	NM	54	29	30	8	38	67	35	32	US77	NM	53	28	28	8	36	70	34	32	US77	NM	58	30	30	74	34	32	US77	NM	58	30	30
US79	AZ	55	30	31	8	39	68	36	33	US79	AZ	54	29	25	8	33	71	35	33	US79	AZ	62	31	31	75	35	33	US79	AZ	62	31	31
US83	ID	58	30	32	8	40	67	37	33	US83	ID	57	29	25	8	33	70	35	33	US83	ID	62	31	31	75	35	33	US83	ID	62	31	31
US84	WA	58	32	32	8	40	67	37	35	US84	WA	57	31	31	8	33	70	37	35	US84	WA	63	33	33	70	37	35	US84	WA	63	33	33
US85	OR	59	32	32	8	40	67	37	35	US85	OR	58	31	31	8	33	70	37	35	US85	OR	63	33	33	70	37	35	US85	OR	63	33	33
US86	NV	56	31	31	8	39	69	36	34	US86	NV	55	30	30	8	38	72	36	34	US86	NV	60	32	32	76	36	34	US86	NV	60	32	32
US87	CA-W	55	32	32	8	40	70	37	35	US87	CA-W	54	31	31	8	39	73	37	35	US87	CA-W	59	33	33	77	37	35	US87	CA-W	59	33	33
US88	CA-S	55	32	32	8																											

APPENDIX BM

TOTAL QUALITY ASSURANCE PROGRAM (TOAP)

A. QUALITY CONTROL AND CARRIER PERFORMANCE.

1. Satisfactory Service. In all matters, carriers shall consider the satisfaction of the member and the TO to be the final gauge of the quality of service. Reports and quality control procedures specified in this appendix shall be used by the TO to ensure that only those carriers providing high quality service are used.

2. Time Frames. All time frames, unless otherwise noted, are in calendar days.

3. Carrier's Right to Appeal. It is the carriers right to appeal any action taken by a TO. In all cases, however, a carrier's appeal must be provided in writing to the responsible TO within 45 days of the action unless otherwise noted. The TO receiving an appeal shall objectively review the facts of the case, including any new evidence provided, before rendering a decision on the merits of an appeal. Carriers will provide documentary evidence to support appeals; any appeal will open the entire case for re-evaluation. All correspondence concerning appeals will be mailed to the carrier by certified mail.

4. Correspondence. All correspondence with/from a carrier will include the SCAC code. All items mailed to a carrier by certified mail must be responded to in a similar manner. All written appeals must be answered in writing. Electronic mail or facsimile may be used to expedite information.

5. Shipment Inspections By the TO.

a. The TO or the TO's authorized representative shall inspect as many shipments as possible using 50 percent of all personal property shipments (total inbound and outbound) as a goal. Witnessed weigh and reweigh will be accomplished to the maximum extent possible based on workload and location of weighing/reweighing.

b. Inspections by the TO shall be made to ensure that carriers are performing in accordance with the terms and conditions of the tender of service (Appendix AZ).

c. When requested by the origin TO or the member, the destination TO shall make a maximum effort to inspect a specific shipment at destination. When requesting inspection at destination, the origin TO shall consider the following:

(1) Whether or not an inspection was conducted at origin.

(2) The indication of poor-quality service or tender of service violations on the shipment, (which shall be identified in the request for inspection).

(3) Indication of the member's dissatisfaction with the service provided by the carrier.

6. Carrier Performance File.

a. The TO shall establish and maintain a carrier performance file for each carrier qualified to serve the installation. The carrier performance file shall contain or make reference to the following:

- (1) The carriers accepted LOI with all enclosures.
- (2) A copy of the TO's acceptance of the carrier's LOI.
- (3) Records of inspections of the carriers facilities and equipment (DD Forms 1811 and 1812).
- (4) Origin and destination records of inspections of shipment handled by the carrier.
- (5) Reports on the carriers performance.
- (6) Records of investigations of complaints made against the carrier.
- (7) Carrier's notifications of failure to meet pickup and RDDS.
- (8) Records of shipment reweighs.
- (9) Copies of warning and suspension notices sent to the carrier and the carrier's replies to such notices.
- (10) Copies of all other communications concerning the carriers performance.

b. The carrier performance file shall contain records for three performance cycles (18-months), except for items (1) and (2) above, which will be retained as long as the carrier has DOD approval.

7. Performance Evaluation. The TO should review each carriers performance file as necessary, but not less than semiannually. The carriers performance shall be reviewed with consideration for the provisions of the tender of service, rate solicitation, and other standards for carrier performance. The TO should look for recurring deficiencies or patterns of unacceptable performance. If appropriate, actions shall be taken to warn, suspend, or recommend disqualification.

8. Carrier Agent Review. A carrier (or carrier's designated agent) may review its performance file at the discretion of the TO. The carrier will not be allowed to review the performance file of another carrier.

B. QUALITY ASSURANCE PROCEDURES.

1. General.

a. Requirements and Standards. The tender of service and appropriate rate solicitation specifies requirements of service that the carrier agrees to fulfill in the movement of DOD-sponsored personal property shipments. The provisions of this section provide guidance for the use of quality assurance procedures for both domestic and international TGBL shipments.

b. Quality Assurance Actions. When a carrier or agent violates any provision of the tender of service, applicable rate solicitation, or commits unethical or unlawful acts, the TO shall take appropriate action.

2. Nonuse Actions.

a. Nonuse of a Carrier Initiated by Headquarters, MTMC/MTPP.
HQ MTMC/MTPP-Q may direct the nonuse of a carrier for a definite or indefinite period of time.

b. TO Nonuse Action.

(1) The TO in accordance with the provisions of this regulation may place carriers in nonuse for the following reasons:

(a) Disqualification of agent.

(b) Unsatisfactory performance.

(c) Agent bankruptcy, lack of containers, or other similar failure to continue to provide service.

(2) If the reason for a nonuse is due to the acts of an agent, the agent will be disqualified, and all other carriers represented by that agent will be advised of the disqualification and placed in a nonuse status until necessary action is taken to correct the deficiencies to the satisfaction of the TO or until the carriers obtain new qualified agents. If there is more than one agent on the LOI, the carrier will not be placed in nonuse if the disqualified agent is the booking agent. The next agent listed on the LOI becomes the booking agent until the carrier designates a new booking agent or the original agent is removed from the LOI. If the agent does not provide sufficient evidence of corrective action within 45 days, the TO will notify all carriers using the affected agent of return of LOI for all carriers represented by that agent.

(3) No traffic shall be offered to a carrier in nonuse. See Section D for procedures regarding onward movement of shipments already in the pipeline. Upon satisfactory resolution of the deficiency, the carrier shall be returned to the appropriate TDR in accordance with the applicable traffic distribution procedures.

c. Nonuse of a Carrier Due to a Strike at an Agent's Facility. When an agent's service is affected by a strike, all carriers represented shall be placed in a nonuse. At the conclusion of the strike, carriers shall be reinstated to the appropriate TDRs at the highest cumulative tonnage using the latest semiannual average shipment score.

3. Letter of Warning. A letter of warning (LOW) (DD Form 1814) shall be issued by the TO to a carrier for unacceptable performance. The LOW shall state as a minimum the member's name, PPGBL number, and the tender of service (TOS) or appropriate rate solicitation paragraph number violated on each shipment(s) resulting in the LOW. A letter of warning will serve as notice to a carrier that if TOS violations or performance problems continue, suspension action may follow. LOWs should be prepared when a trend or a series of TOS or rate solicitation violations are noted. It is not necessary to send one LOW for each TOS violation, unless the TO believes that a single violation, if repeated, may constitute a suspension. The TO may attach the DD Form 1780 that supports the warning. LOWs must be sent by certified mail, return receipt requested. Unless a written response is requested by the TO, carriers will not be required to respond to LOWs.

4. Letter of Suspension.

a. General.

(1) DD Form 1814 shall be used to notify the carrier of a suspension action. The letter of suspension shall state the member's name, PPGBL number, and the tender of service or appropriate rate solicitation paragraphs violated on the shipment or shipments resulting in suspension action. When a carrier is suspended, the suspension shall apply to, as applicable, domestic household goods shipments, international household goods shipments, or unaccompanied baggage shipments originating at the TO. Letter of suspension should state "Failure to provide corrective action within 90 days from the effective date of the suspension may result in return of your LOI." The TO may attach DD Form 1780 that support the suspension or previous DD Form 1814 that reflects a letter of warning.

(2) All suspensions will remain in effect for a minimum of 30 days.

(3) If the TO determines that the carrier's response to a suspension is not adequate, the TO must notify the carrier in writing within 21 days of the postmark of the carrier's response that the corrective action was not acceptable and the carrier will remain in suspension status until such time as acceptable corrective action is completed.

(4) When a carrier fails to provide adequate evidence of effective corrective action after 90 days of the effective date of the suspension, the TO may return the carrier's Letter

of Intent by certified mail. When returning ITGBL carriers' LOI, the TO will notify HQ MTMC/MTPP-HQ.

A carrier whose LOI is returned under this provision may not submit a new LOI until corrective action for the original deficiency has been accepted by the TO.

(5) When the TO determines a suspension is appropriate, the suspension should be imposed within 30 days of notification of violation or within 30 days after the semi-annual review of the carrier's performance.

(6) When a letter of suspension is issued, PPGBLs for shipments already offered and accepted by the carrier, but not yet packed by the carrier or agent, may be canceled and retendered to another carrier.

(7) All suspensions shall run consecutively. If a carrier receives a second suspension while under a current suspension, the carrier will remain in a suspended status for the minimum 30 days required for the second suspension once the first suspension has been completed. Carriers must provide acceptable corrective action for all suspensions before they may be reinstated.

(8) A suspension shall be issued by the origin TO based on violations detected at origin or based on the destination TO's recommendation. When a destination TO detects a flagrant violation in a shipment that requires immediate suspension, the destination TO shall contact the origin TO, stating all facts pertinent to the case. The origin TO, upon review of the facts, shall take suspension action, if appropriate. If the origin TO disagrees with the destination TO's recommendation, the origin TO shall advise the destination TO of the reasons for not taking suspension action. If the destination TO disagrees with the refusal, all facts and documents pertaining to the case shall be forwarded through the appropriate destination MTMC Component Commands for resolution.

b. Regular Suspensions.

(1) A regular suspension may be imposed when a carrier repeatedly violates any provision of the tender of service or other rules and regulations. As a guideline, when a carrier commits the same violation three or more times during a 180 day period, suspension action should be considered.

(2) When the origin TO determines that issuance of a regular suspension is appropriate, the carrier will be afforded a period of 20 days from the signature date on the DD Form 1814 before effecting the suspension. The carrier may use this opportunity to provide compelling evidence to refute the information provided by the TO as the basis for suspension. In the absence of such evidence, the suspension will become effective on the 21st day following the date the letter of suspension was signed. This provision serves to preclude loss of traffic to the carrier which would have otherwise been offered shipments had the suspension not been

imposed. Should the carrier elect to present such evidence, determination as to whether the suspension should or should not be rescinded rests with the TO.

(3) Ordinarily, a TO may not impose an additional suspension for the same type violation on a subsequent shipment if the pickup date of the shipment on which the same violation occurs was prior to the date of the original suspension. Additionally, origin TOs should not suspend a carrier more than once on a single shipment. However, the TO may require that corrective action apply to all violations before the carrier may be reinstated.

(4) The following factors will be considered reasonable grounds to impose a regular suspension:

- (a) Failing to meet the agreed upon pickup date as specified on the PPGBL.
- (b) Failing to meet the RDD, or a pattern of shipments that miss the RDD.
- (c) Failure to correct a deficiency noted in a letter of warning.
- (d) Service failure as determined by excessive shipment refusals; carrier imposed embargoes or turn back of shipments.

c. Immediate Suspensions. An immediate suspension will be imposed when a carrier's performance on a single shipment is such that the continued participation in DOD traffic is unacceptable. An immediate suspension does not require prior issuance of a letter of warning. When an immediate suspension is issued, the TO will cease offering shipments to the carrier. The suspension will be effective on the signature date of the DD Form 1814 issuing the suspension. An immediate suspension shall be issued for the following violations, including but not limited to:

- (1) Carrier personnel or authorized representatives being under the influence of, or using, alcohol or unlawful drugs at the member's residence.
- (2) Carrier personnel or authorized representatives using abusive language, actions, or immoral conduct in the presence of the member or the member's family.
- (3) Evidence of fraud on the part of the carrier's personnel or authorized representatives.
- (4) Evidence of deliberate damage to the member's possessions.
- (5) A member's property remaining in a carrier's origin facility on or after the RDD.
- (6) A member's property being held at the carrier's terminal facility, or being moved in local or line-haul service, where protection from the elements is not provided.

d. Carrier Appeal of a Suspension Action.

(1) A carrier has the right to appeal a suspension imposed by the origin TO. The appeal shall be mailed directly to the origin TO and must be postmarked within 45 days from the date of the signature on the notification of suspension. TO's will use the U.S. postmark date on the envelope from the carrier to determine if the 45-day appeal period has been met. In case of express mail, the date the appeal was released to the express company will be considered the same as a U.S. postmark. Facsimile may be accepted to meet the 45 day appeal period, however, the response time for the TO will be based on the U.S. postmark of the mailed appeal. The carrier's appeal shall be factual, fully documented and shall provide evidence of why suspension action is not appropriate.

(2) The TO shall make every effort to resolve the appeal. The TO shall either inform the carrier that the appeal is granted or provide a reason for its denial. The TO's response to the carrier's initial appeal shall be forwarded not later than 45 calendar days from the postmarked date of the carrier's letter of appeal or the carrier will be reinstated until the appeal is resolved and the carrier is provided a written response by the TO.

(3) An appeal denied by the TO may be further appealed by the carrier to the responsible MTMC component command. Initiation of this appeal is the responsibility of the carrier and cannot be delegated to the carriers agent(s). The appeal shall include a copy of the carrier's initial appeal to the TO, the TO's response, and any other supporting documents which will assist the appellate authority in rendering a decision. MTMC component commands are the final appellate authority for suspensions.

(4) If the MTMC component upholds the appeal, they will notify the TO to reinstate the carrier and notify the home office of the carrier of the decision. If a carrier's appeal of a suspension is upheld, the carrier shall be reinstated to the appropriate TDRs at the weight held at the time the suspension was put into effect. However, tonnage may not be adjusted between different rate cycles.

5. Disqualification. A carrier may be disqualified only by Headquarters, MTMC or a MTMC Component Command. Disqualification action may be taken independently by Headquarters, MTMC, or may result from the recommendation of a TO.

a. Recommendation for Disqualification.

(1) Origin TO may request disqualification when a carrier:

(a) Incurs three suspensions during a 180-day period.

(b) Fails to attain the minimum acceptable performance score for two consecutive performance periods.

(c) Clearly indicates their inability or unwillingness to meet their contractual agreement as specified in the tender of service and/or rate solicitation.

(2) The TO will forward the following to document their report for disqualification to the appropriate MTMC Component Command.

(a) Chronological listing by pick up date of all shipments, HHG or UB as applicable, tendered to the carrier during the period involved. Include scores of the shipments.

(b) Listing of both shipment refusals and shipments accepted.

(c) Copies of suspensions and other supporting documents, (e.g. customer satisfaction reports, letters of complaints, tracer requests, letters of warning, etc.).

(d) Copies of all correspondence to and from the carrier during the period involved.

(3) The MTMC Component Command will review each recommendation for completeness. If documentation is incomplete it will be returned to the TO for correction or additional data.

(4) TO's will not normally place carriers in nonuse when recommending disqualification unless circumstances indicate lack of security, fire hazard, or deliberate damage to a member's property. Generally, the carrier may be in suspended status prior to or concurrently with the recommendation for disqualification.

b. Carrier Appeal of a Disqualification. If the carrier's appeal is accepted, the carrier shall be reinstated to the appropriate TDRs and shall be offered sufficient tonnage, if necessary, to reestablish the carrier's relative position held when disqualification was recommended.

6. Reinstatements. Actions which serve to preclude the award of traffic to a carrier (nonuse, suspension, traffic denial, or disqualification) are independently applied by the TO, MTMC component command, or HQ, MTMC, in response to a carrier's demonstrated inability to perform services in accordance with the tender of service or other program requirements. A carrier will not be eligible to receive traffic when any of these actions have been initiated. For example, a carrier which is disqualified by HQ, MTMC, and is later reinstated, will not be awarded traffic at the time the disqualification is lifted if the carrier is either in nonuse, under suspension or traffic denial status imposed by the TO. Carriers placed in nonuse, suspension, or disqualification status are reinstated to the appropriate TDRs in accordance with the following procedures:

a. Return to TDRs of Nonuse Carriers. The term nonuse, as used within this document, corresponds identically with the manner in which it is used in paragraph B. 2. As nonuse may be imposed under differing conditions by Headquarters, MTMC, or the TO, the following distinctions are necessary concerning the effect on a carrier's TDR standing:

(1) When notified by Headquarters, MTMC, of the reinstatement of a nonuse carrier, the TO shall restore the carrier to the appropriate TDRs using the carrier's most recent semiannual average shipment score. Headquarters, MTMC, shall specify how the carrier will be returned to the TDR.

(2) When nonuse imposed by the TO is lifted, the carrier is reinstated to the TDRs using the carrier's most recent semiannual average shipment score and at the highest cumulative tonnage of any carrier within the same rate group on the TDR.

b. Reinstatement to the TDR on Return from Suspension.

(1) Class 1 & 2 Rate Channel - Primary Carrier. Upon return to the TDR at the end of a suspension period, a primary carrier will be reinstated with a cumulative tonnage equal to the highest cumulative tonnage of any carrier on the TDR, or at the tonnage it would have received had it not been suspended, whichever is greater. To compute tonnage the carrier would have received had it not been suspended, add up all tonnage awarded during the suspension period and multiply that total by the primary percentage for that channel. Add the result of that equation to the cumulative weight of that carrier. Compare this total with the highest cumulative tonnage of any carrier on the TDR. The cumulative tonnage for the prime carrier upon reinstatement is the greater of these two tonnage's.

(2) Class 2 Rate Channel - Equalization Carrier. Upon return to the TDR at the end of a suspension period, an equalization carrier will be reinstated with a cumulative tonnage equal to the highest cumulative tonnage of any equalization carrier on the TDR; or with a cumulative tonnage of any other participating carrier on the TDR to which traffic was awarded during the period of suspension; or in the case in which there is only one equalization carrier, the tonnage it would have received had it not been suspended, whichever is greater. The carrier will be reinstated using the most recent average semiannual shipment score.

(3) Class 1 & 2 Rate Channel - Other Participating Carrier. Upon return to the TDR at the end of a suspension period, other participating carriers will be reinstated with a cumulative tonnage equal to the highest cumulative tonnage of any other carrier on the TDR; or with a cumulative tonnage of any other participating carrier on the TDR to which traffic was awarded the period of suspension; or in the case in which there is only one other participating carrier, the tonnage it would have received had it not been suspended, whichever is greater. The carrier will be reinstated using the most recent average semiannual shipment score.

(4) Class 3 Nonincentive Rate Channel - All Carriers. Upon return to the TDR at the end of a suspension period, the carrier is reinstated to the TDRs using the carrier's most recent average semiannual shipment score and at the highest cumulative tonnage of any carrier on the TDR.

c. Return to TDRs of Disqualified Carriers. When a carrier disqualification is ended, the carrier will be reinstated to the TDRs with a administrative score of 90 and at the highest

cumulative tonnage of any like carrier on the TDR, unless otherwise directed by Headquarters, MTMC.

7. Traffic Management.

a. General. Shipments shall be distributed exclusively to carriers on the lowest rate level unless the volume of traffic exceeds the capability of the low-rate carriers. When this occurs, the remaining traffic shall be offered to carriers on the next and succeeding rate levels. Shipments shall always, however, be offered first to the carriers in the lowest rate level before higher rate level carriers are considered unless the primary carrier is suspended, cancels its rates, is placed in nonuse, or refuses the traffic. It is necessary to apply sound traffic management judgment to tender shipments uniformly by spreading traffic over the distribution period, while not over-loading any one carrier.

b. Shipment Refusal. A shipment refusal by a carrier shall be considered a traffic offering, and the weight shall be charged against the carrier as long as the shipment was offered at least seven days before the requested pickup date. Refusals shall be noted by annotating the letter "R" in the status code column of the TDR. Periodic refusals are shipments refused where no evidence of a particular pattern exists. Selective refusals show evidence of a continuous pattern of selectivity as to shipments accepted, or continuous refusal of shipments to specific destination areas, e.g.; carriers refuse shipments under 1,000 lbs but accept larger ones, carriers refuse shipments to a specific geographical area and accept shipments to others, etc.

(1) Periodic, selective, or patterned refusals by any carrier is prohibited. If a pattern is observed, the TO shall initiate appropriate action. For both TGBL and ITGBL carriers, refusals of a significant number of shipments or refusals which indicate selectivity may be grounds for suspension, disqualification, and/or return of a carrier's LOI.

(2) Refusals by a primary carrier within (but not exceeding) the designated share of the cumulative total of traffic allocated normally shall be considered grounds for suspension.

(3) Equalization carriers refusing shipments offered within their residual traffic limit shall be subject to suspension.

(4) Other participating carriers refusing shipments offered within the specific percent channel are subject to suspensions.

c. Embargoes. An embargo is a declaration by a carrier temporarily suspending service by refusing to accept DOD shipments offered. Normally, embargoes are for all shipments from a specific origin location or TO area of responsibility to all destinations serviced by the carrier. Embargoes by carriers against DOD personal property shipping offices or shipments are not authorized in the DOD personal property movement and storage program. However, during certain periods, especially during the summer shipping season, a carrier or agent may, in the interest of traffic management, temporarily cease or reduce booking shipments from an origin location because of saturation which relates to equipment or agent capability.

(1) Refusals due to workload saturation may be authorized. The TO may accept a letter or facsimile from a carrier or agent indicating that a temporary capability problem exists and shipment refusals during the saturation period are necessary. A TO should verify that the carrier has accepted some shipments and should evaluate local agent capability by examining all the services provided by the carrier and local agent(s), to include domestic, international, nontemporary storage, and DPM shipments. When the TO's review of the carrier's or agent's situation is determined to not warrant refusals, the TO will advise the carrier/agent in writing that the notice of saturation is being returned and the carrier will be required to provide shipment services when requested. The carrier or agent notice of saturation will include dates shipments cannot be accepted, codes of service, and other information which will assist the TO in determining when the carrier or agent will be available to accept shipment offers. Generally, the saturation period should not exceed one month at any one time.

(2) TO's are not required to offer shipments if the pickup dates are during the saturation period. The TO will continue to charge tonnage against the carrier on the TDR as if shipments were refused in normal operations. Shipments with pickup dates after the saturation period will continue to be offered. At the end of the saturation period, upon request from the carrier, the TO will notify the carrier of tonnage charged during the period of saturation. The TO will retain the notice of saturation, along with the TDR.

(3) Continued refusal of shipments by a carrier that is found to have the capability to service shipments may be grounds for suspension, disqualification, and possible return of the Letter of Intent in accordance with the tender of service.

d. Reallocating Shipments. Shipments that have been pulled/turned back within seven or less days of the pickup date are considered short-notice shipments when reallocating to the new carrier. Such shipments will not be charged against the new carrier on the tonnage distribution record. Such shipments will be coded "B" on the TDR for identification and audit purposes.

C. CARRIER ASSESSMENT PROGRAM (CAP).

1. General.

a. This section provides guidance and establishes procedures for collecting performance data and evaluating carrier performance. This applies to all domestic and international HHG and UB shipments moved under a PPGBL.

b. Purpose. The Carrier Assessment Program (CAP) establishes standards for use by the TO in evaluating the performance of ITGBL and TGBL carriers which serve the TO and, at the same time, provides the TO a management tool to reward carriers which have proven their ability to meet those standards through continued participation in traffic distribution.

2. Carrier Evaluation.

a. General. Under CAP, the origin TO evaluates carrier performance on each shipment. Additionally, every 6 months the origin TO will review all shipments contained in the carrier's performance file. A carrier will be evaluated at the end of each performance period, regardless of their current status.

b. Performance Standards. The following performance standards have been established for on-time pickup, on-time delivery, and the absence of loss/damage:

On-time Pickup	20 points
On-time Delivery	40 points
Absence of loss/damage	40 points

c. Carriers failing to meet or exceed the minimum acceptable performance standard of 90 or above will be considered unsatisfactory and placed in traffic denial. Those meeting or exceeding the minimum will be considered satisfactory and will share equitably in the distribution of traffic, based on their rate level and performance score.

d. Carrier Evaluation. All shipments will be evaluated at the end of each Performance Period regardless of carrier status (e.g., suspension, nonuse, removal, etc.) using a combination of on-site inspections, the DD Forms 1840/1840R, and/or administrative documents available to the TO. The evaluation of carrier performance will be accomplished through two separate processes:

(1) Scored Elements. The three elements scored are pickup, delivery, and loss/damage. These three elements, considered the most important to a move, will be the basis for determining if a carrier is satisfactory at the end of the performance period.

(2) Nonscored Elements. All other tender of service violations are evaluated separately by the TO.

e. Forms Supply. All forms used are available through normal distribution channels. The following are the primary forms used in CAP:

- (1) DD Form 1780, Shipment Evaluation and Inspection Record.
- (2) DD Form 2497, Carrier Evaluation Work Sheet Report.
- (3) DD Form 1840, Joint Statement of Loss or Damage at Delivery.
- (4) DD Form 1840R, Notice of Loss or Damage.
- (5) DD Form 1814, Carrier Warning / Suspension / Reinstatement / Cancellation of Warning.

3. Shipment Evaluation.

a. Evaluation of carrier performance begins when the origin TO offers a shipment to the local agent designated by the carrier to accept shipments on behalf of the carrier. Acceptance of the offer binds the carrier to perform in accordance with the general terms established by DOD and agreed upon by the carrier in the tender of service and the specific terms contained on the PPGBL, and rate solicitation.

b. The origin TO will initiate a DD Form 1780, Shipment Inspection and Evaluation Record, to evaluate and provide a record of the carrier's performance on each shipment offered. The entire performance evaluation process begins with this document. All shipments will be evaluated regardless of carrier's status at the PPSO (i.e., LOI returned, disqualified, etc.).

c. The origin TO has primary responsibility in the evaluation of carrier performance. For the origin TO to fully evaluate a shipment there must be feedback from the destination TO. In general, the destination TO will use the DD Forms 1780 and DD Form 1840-R to accomplish this task. Destination TO's must be careful to complete all blocks that the origin TO must rely on to complete a shipment evaluation. Special attention must be made to blocks 16, 17, and 19 on the DD Form 1780. It is vital that the date shipments go into SIT (block 17) be completed. In addition, unless a DD Form 1840-R has been received from the destination claims office, destination TO's will not return any destination feedback to origin to be used for scoring until at least 90 days of shipment being delivered to member.

d. A shipment evaluation is complete only after the origin TO has determined the numerical score and mailed a copy of the completed DD Form 1780 to the carrier. TO may not rescore any shipment to the detriment of the carrier once a score has been mailed to the carrier.

e. The origin TO will maintain a suspense file on all shipments. File arrangement will be determined at the TO level. All shipments should be scored within 12 months of the pickup date. If the destination information is not known (no feedback has been received from destination) the origin TO should make every attempt to contact the destination TO for delivery and/or shipment information. Such shipments may be scored with information available. In most cases carriers are awarded 40 points for no loss/damage. Origin TO's must ensure shipments that are scored while still in storage, are flagged/marked to prevent rescoring at a later date. TO's, on a case-by-case basis, may use their discretion to score shipments in which attempts have been made to gather destination feedback without success.

(1) If a shipment has been overlooked at the 12-month interval, it may still be scored with information available. Normally these type shipments are identified by the carrier during the 45-day appeal period of the DD Form 2497. Shipments identified to the TO by the carrier or discovered by the TO between 12 and 18 months of pickup date will be scored and the DD Form 1780 batch mailed in accordance with the TQAP. These scores will be reflected on the carrier's next semiannual evaluation score.

(2) Destination TO's that convert shipments to NTS or commercial storage will annotate the DD Form 1780 at the time the shipment is converted and return the DD Form 1780 to origin. The DD Form 1780 must still have the necessary delivery information, i.e., date shipment went into storage, so origin TO can determine if the shipment met the RDD. Unless otherwise indicated in the file, origin TO may score shipment allowing full credit for no loss/damage.

(3) The carrier may request the origin TO score a shipment when the carrier has not been provided a copy of the completed DD Form 1780 after 120 days following delivery and when proof of delivery is provided to the origin TO. If possible, TO's will ensure no DD Form 1840-R has been submitted to the destination TO prior to scoring. However, the TO will score and mail a completed DD Form 1780 to the carrier within 45 days of the receipt of the request.

(4) Shipments older than 18 months after the pickup date will be considered null and void and will not be scored or considered in future appeals.

4. Performance Factors.

a. On-time Pickup.

(1) The origin TO will add 20 points to the carrier's shipment score for meeting the pickup date established and agreed to by the carrier as shown on the PPGBL.

(2) In cases where a shipment is being removed from nontemporary storage and the line haul carrier and storage warehouseman agree to a pickup date later than originally established by the TO, and when the change is coordinated with and approved by the TO, 20 points will be awarded. Any additional time allowed under this exception for pickup from nontemporary storage for the convenience of the carrier/warehouseman will not constitute authorization for additional storage charges to the Government nor affect the assigned required delivery date. A carrier which fails to effect pickup as ordered will be scored as missing the pick up but normally would not be suspended.

b. On-time Delivery.

(1) The RDD established by the origin TO as shown on the PPGBL will be the basis for determining whether or not the carrier accomplished an on-time delivery. If a carrier or designated agent accepts a shipment with a RDD less than the minimum transit time, this RDD will apply for evaluation purposes.

(2) If a shipment is not offered for delivery on or prior to the RDD, the shipment will be considered as having not met the RDD. When the destination TO determines that the member is unable to receive the shipment at the time the carrier offers the shipment for delivery, the TO will assign a control number authorizing the carrier to place the shipment in SIT.

(3) When the carrier offers a shipment for delivery and the TO determines that the member is able to receive the shipment, a SIT number will not be issued. The actual date on which the carrier delivers the shipment to the member will be used to determine whether the carrier met the RDD.

(4) The TO will award the carrier 40 points for a shipment which meets the RDD. For each day the shipment is late, 4 points will be deducted up to a maximum of 40 points. The carrier will receive no points for a shipment 10 or more days late.

NUMBER OF
DAYS LATE

0 1 2 3 4 5 6 7 8 9 10

POINTS
EARNED

40 36 32 28 24 20 16 12 8 4 0

c. Estimating Loss and/or Damage.

(1) The completed DD Form 1840/1840-R will be the primary source document used by the TO to develop an estimated dollar value as to loss and/or damage sustained to the member's property on the move. Other documentation may be used at the discretion of the TO to estimate loss or damage and to more fully judge the ability of the carrier to meet both the needs of the member and the carrier's adherence to the tender of service. If the loss and or damage is based on information other than DD Form 1840-R, a notation must be made in the remarks section of the DD Form 1780. For example, "Damage in the amount of \$600 derived from DD Form 1840-R." If documentation other than the DD Form 1840 is used to derive the loss and/or damage estimate, a copy of that documentation must be forwarded to the carrier with the DD Form 1780.

(2) Where there appears to be evidence of deliberate damage to a member's property, the shipment will be scored based on the estimated loss and damage determined by the TO. In addition, when the TO determines that the damage was not caused by an unusual occurrence (as defined in the TOS) the destination TO will recommend to the origin TO that the carrier be immediately suspended.

(3) TO's should be particularly responsive to the service member when loss and/or damage in excess of \$500 is reported. On these shipments every effort should be made to physically inspect the shipment, considering the availability of an inspector and distance to the member's residence. While the absence of an inspection does not preclude a determination of loss and/or damage in excess of \$500, the presence of a representative from the TO to assist the member also serves to more fully document the service provided by the carrier.

(4) Upon completion of the estimate, the TO will award the carrier 40 points when the shipment is reported to have sustained no loss and/or damage. If loss and/or damage is

reported, the TO will deduct 2 points for loss and damage of \$1-\$500, and 6 points for loss and damage of \$501-\$901 from the carrier's shipment score for each \$100 increment as shown:

ESTIMATED \$											
LOSS or											
<u>DAMAGE</u>	0	1-	101-	201-	301-	401-	501-	601-	701-	801-	901+
		100	200	300	400	500	600	700	800	900	
POINTS	40	38	36	34	32	30	24	18	12	6	0
<u>EARNED</u>											

(5) A total of 40 points will be deducted from the shipment score when loss and/or damage sustained on a shipment is estimated to be in excess of \$900. Annotation of loss/damage taken from the DD Form 1840/1840-R may be made on the DD 1780 and transmitted electronically to origin TO. To substantiate shipment score, TO's will provide a copy of DD Form 1840/1840-R to carriers upon request. In addition, the origin TO will determine if the carrier should be suspended.

(6) Before attempting to score the shipment, origin TOs must ensure the carrier is allowed the maximum time (75 calendar days following shipment delivery) to submit the DD Form 1840/1840-R. If the DD Form 1840-R information has not been received by the origin TO at the time the shipment is scored, the TO will compute the score with the information available and annotate the absence of the DD Form 1840-R in the remarks section, "No DD Form 1840-R available at the time of scoring." Without member feedback, no shipment will be scored until at least 90 days of shipment delivery or a DD Form 1840-R has been received. A carrier's customer satisfaction query, signed by the member, is acceptable in lieu of waiting for the DD Form 1840-R.

5. Individual Shipment Scores.

a. When an inspection of the shipment is performed at destination, the DD Form 1780 will be used to record observations of the inspector. The destination TO is responsible for returning the DD Form 1780, a copy of the DD Form 1840-R, if received from the servicing claims office, and any other document necessary to score the shipment. The destination TO will complete and return the DD Form 1780 to the origin TO within 90 days after delivery to the member.

b. After receiving DD Form 1780 information from the destination TO, the origin TO will review all information in the member file and then score the shipment. The shipment will be scored based on the matrix in section F. TO's should evaluate, score, and mail the completed DD Form 1780 to the carrier within 15 days of receiving necessary documentation from destination TO.

(1) When there is evidence that the carrier failed to meet conditions of the tender of service, the TO will ensure those specific violations of the tender of service are identified.

Any tender of service violations noted will be considered as notification to the carrier of unsatisfactory performance (see Block 29 on DD Form 1780).

(2) When the origin TO determines that the carrier's service was unsatisfactory, a DD Form 1814 will be prepared as appropriate. The letter of warning or suspension will be sent by certified mail.

(3) Completed copies of the DD Form 1780 will be batch mailed to the carrier by first class mail on the 15th and 30th of each month. A cover sheet indicating which DD Forms 1780 are included is required on all batch mailings (may list by members name, GBL number, etc.) A copy of the completed DD Form 1780 will be maintained by the origin TO in the active portion of the carrier's performance file.

6. Individual Shipment Evaluation Appeal Procedures.

a. Carriers shall be afforded the opportunity to appeal shipment scores and other tender of service violations noted by the TO on the DD Form 1780. Appeals may not be made on DD Forms 1780 or 2497. Carriers must appeal each shipment score separately on company stationery.

b. Appeal Periods. DD Forms 1780 are batch mailed to the carrier on the 15th and 30th of each month. The 45-day appeal period will begin on the first day following the batch mailed date. Example: The DD Form 1780 is dated 6 April and batch mailed to the carrier by the origin TO on 15 April. The carrier may submit an appeal to the origin TO not later than 30 May. TO's will use the U.S. postmark date on the envelope from the carrier to determine if the 45-day calendar appeal period has been met. In case of express mail, the date the appeal was released to the express company will be considered the same as a U.S. postmark. Facsimile may be used to meet the 45-day appeal deadline.

c. During an appeal the shipment case will be reviewed in its entirety, allowing the score to be raised or lowered based on the results of the evaluation. Carriers will be allowed another 15 days to appeal a score which has been changed.

d. Actual adjudicated claim data will be used if submitted by the carrier within the 45-day appeal period to the TO and will take precedence over an estimate on a DD Form 1840. This includes claims settled directly (full and final settlements only) with the member by the carrier. If this information is not received by the TO in the 45-day appeal time, it will not form the basis for formulation of an appeal to the MTMC component command, as appropriate.

e. Upon receipt, the TO will verify that the appeal meets the 45-day appeal period requirement, then review all available facts. Appeals will be adjudicated by the TO within 45 calendar days of receipt and the carrier notified of the decision in writing. Adjustments to the carrier's DD Form 1780 will be made by the TO, if required, and the carrier advised, in writing, of the decision regarding the appeal. If the TO does not provide a response within 45-days of

receiving the appeal, the carrier's appeal will automatically be granted. The carrier is responsible for providing proof of the original appeal and the appeal date.

f. Grounds for appeal include, but are not limited to, the following:

- (1) Delays in the Defense Transportation System (DTS) when sufficiently documented.
- (2) Carrier provides compelling evidence that loss and/or damage was sustained while in the hands of the DTS.
- (3) Acts of God (i.e., blizzards, hurricanes, typhoons), public authority, or negligence of the owner, and/or owner's agent.
- (4) Hostile or warlike action in the time of peace or war.
- (5) Insurrection, rebellion, revolution, civil war, usurped power, or action taken by Government authority in hindering, combating, or defending against such occurrence.
- (6) Strikes, lockouts, labor disturbances, riots, civil commotion, acts of person or persons taking part in such occurrences or disorders.
- (7) Inherent vice of the article or infestation by mollusks, arachnids, crustaceans, parasites or other types of pests, fumigation or decontamination when not the fault of the carrier.
- (8) Vessel breakdown at sea.
- (9) Adjudicated claims information.
- (10) Mathematical and administrative errors.

g. If an appeal is denied by the TO, the carrier may further appeal to the MTMC component command, which exercises staff responsibility for the TO that issued the DD Form 1780. The carrier must submit the appeal within 45 calendar days of the date of the response of the TO's denial.

h. Shipment evaluations which have been appealed to the MTMC component command will be included in the semiannual evaluation of the carrier's performance until decided by the appellate authority. The appellate authority shall have 45-days to adjudicate the appeal and provide both the carrier and TO with their decision regarding the appeal. The decision of the appellate authority will be predicated on those facts presented by the carrier in the initial appeal to the TO. The decision of the appellate authority will be considered final.

7. Semiannual Evaluation Process.

a. General.

(1) Formal carrier performance evaluations will be conducted every 6 months or more often if deemed necessary by the TO. The TO will use records contained in the "active" portion(s) of the carrier's performance file as the basis for this evaluation. A performance evaluation will be directed toward the identification of trends or repeated instances of the same or similar tender of service violations.

(2) Carriers will be evaluated separately by type of service, domestic HHG (Codes 1 and 2) international HHG (Codes 4, 5, 6, and T) and UB (Codes 7, 8, and J). Each carrier will receive only one domestic HHG score, one international HHG score and one UB score, as applicable, from a TO regardless of areas of operation or traffic channels.

(3) Individual shipment scores will be posted to the appropriate DD Form 2497 at the time DD Forms 1780 are mailed to the carrier. At the end of the semiannual evaluation period, the origin TO will use DD Form 2497 (or similar document containing the same relevant information if the installation has automated data processing capability) to identify all shipments scored during the evaluation period.

(4) A carrier which obtains an average shipment score of 90 or above, without regard to the number of shipments upon which the average shipment score was determined, will be afforded the continued opportunity to receive traffic for that type of service on which performance was satisfactory.

(5) When a carrier evaluation indicates deficiencies of such magnitude that continued participation in traffic is unacceptable, action will be taken to suspend the carrier and/or recommend carrier disqualification.

b. Base Closure/Realignment.

(1) In cases where the gaining activity will begin operation of the TDRs at the beginning of a performance period/rate cycle, the above rules apply. Individual scores received at the closing/realigned activity and the gaining activity will be added together at the gaining activity to give the carrier one semiannual score for all shipments moved by a single carrier.

(2) In cases where areas are consolidated in the middle of a rate cycle, the gaining activity should maintain separate TDRs for each area until the next rate cycle begins so that the carrier's current rate and score can be maintained. At the end of the performance cycle, scores from all areas will be added together, as appropriate, to give the carrier one semiannual score for each type of service."

c. Evaluation and Traffic Denial.

(1) A carrier's score is calculated semiannually based on DD Forms 1780 mailed to the carrier during the evaluation period. The evaluation periods and effective date for the award of traffic are:

<u>Evaluation Period</u>	<u>Effective Date</u>	<u>Rate/Performance Cycle</u>
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ITGBL:

16 Jan-15 Jul	1 Oct	1 Oct- 31 Mar
16 Jul-15 Jan	1 Apr	1 Apr- 30 Sep

TGBL:

16 Feb-15 Aug	1 Nov	1 Nov- 30 Apr
16 Aug-15 Feb	1 May	1 May- 31 Oct

(2) Carriers failing to meet the minimum semiannual shipment score of 90 will be placed on traffic denial starting at the beginning of the next rate cycle. The degree to which a carrier has been unable to meet the performance standards will determine the period of time for which the carrier will be denied the opportunity to participate in the award of traffic from an TO, as shown:

<u>Semiannual Evaluation Score</u>	<u>Traffic Denial Period</u>	<u>ITGBL Reinstatement Dates</u>	<u>Domestic Reinstatement Dates</u>
80 - 89.99	60 Days	1 Dec/1 Jun	1 Jul/1 Jan
70 - 79.99	120 Days	1 Feb/ 1 Aug	1 Sep/1 Mar
0 - 69.99	Entire Rate Cycle	1 Apr/1 Oct	1 Nov/1 May

(3) Carriers placed in a traffic denial status will be returned to the appropriate TDRs automatically when the prescribed time of traffic denial expires. Carriers returning from traffic denial will be placed on the TDRs at an administrative score of 90 and at the highest cumulative tonnage of any other like carrier (within the rate groups) on the TDR.

(4) An otherwise qualified carrier which did not receive a semiannual evaluation from the TO during the previous performance cycle will be deemed a "satisfactory" participant for that specific type of service (i.e. TGBL, ITGBL HHG or UB) and placed on the TDR at the appropriate rate level. The carrier's last semiannual score will be carried forward for the new rate cycle. For example, a carrier with a score of 91 with no shipments evaluated during the previous rate cycle would start the new rate cycle with a score of 91.

(5) A "U" symbol will be used to identify carriers on the TDR placed in traffic denial.

(6) The following examples show how the TO will determine whether or not a carrier should be placed in traffic denial status:

(a) Carrier X has an average shipment score of 91 on all UB, an average shipment score of 72 on all ITGBL HHG shipments for the period ending 15 July; and an average score of 64 on all TGBL shipments for the period ending 15 August. Carrier X has met the performance standards for UB shipments and will remain eligible to participate in codes 7, 8 and J, if otherwise qualified. Carrier X did not meet the performance standards on HHG shipments, and will be placed in a traffic denial status effective 1 October for codes 4, 5, 6, and T and on 1 November for Codes 1 and 2. The carrier will be reinstated to the appropriate TDRs by the TO on 1 Feb for Codes 4, 5, 6, and T with an average shipment score of 90 and on 1 May the carrier will be reinstated for Codes 1 and 2 with an average shipment score of 90.

(b) Carrier Z is a domestic carrier only and has an average shipment score of 83 on TGBL HHG shipments for the period ending 15 August. Carrier Z will be in traffic denial effective 1 November and will be automatically reinstated on 1 January with an average shipment score of 90 at the highest cumulative tonnage. Carrier Z will then be considered eligible to receive traffic.

c. Carrier Notification.

(1) Carriers will be advised of their average shipment score and performance status at the end of the semiannual evaluation process, but not later than 30 calendar days prior to the effective date of the following 6-month rate cycle. Scores of those carriers who fall below 90 will be sent, by certified or registered mail, return receipt requested. A copy of the semiannual evaluation will be maintained in the carrier's performance file.

(2) The origin TO will use DD Form 2497 as:

(a) A work sheet for use in calculating the average shipment score, and to document how the average shipment score is derived,

(b) A management report used to monitor, review, and evaluate carrier performance, and,

(c) the means by which to advise the carrier of the results of the formal semiannual evaluation process.

(d) The primary worksheet for preparing the semiannual report to HQ MTMC.

(3) If a carrier does not receive a shipment evaluation during the evaluation period, there is no requirement to prepare a DD Form 2497. A postcard or form letter may be used to notify the carrier that no shipments were evaluated and what the carry over, semiannual score will be.

(4) TO's may substitute documentation in automated data processing format, if all the essential information required on DD Form 2497 is included in the format the TO provides.

(5) Carriers may request their overall ranking among carriers based on their semiannual score, i.e. 14th of 121 carriers.

8. Appeal Procedures as a Result of Semiannual Evaluation.

a. The carrier will be afforded a period of 45 calendar days from the date on the DD Form 2497 in which to appeal the semiannual performance score. TO's will use the U.S. postmark date on the envelope from the carrier to determine if the 45-day calendar appeal period has been met. In case of express mail, the date the appeal was released to the express company will be considered the same as a U.S. postmark. Facsimile may be used to meet the 45-day appeal suspense. Should the carrier elect to appeal the semiannual evaluation score, the following examples show reasonable grounds for appeal:

(1) The TO failed to include all shipments scored and mailed to the carrier during the evaluation period. The carrier is required to substantiate such an appeal by providing a legible copy of the DD Form 1780, which the TO may have failed to include in computing the semiannual performance evaluation.

(2) The TO failed to adjust the score on an individual shipment shown on DD Form 2497, as a result of a successful appeal by the carrier on that shipment. The carrier must provide documentation to clearly substantiate the appeal.

(3) Mathematical or administrative errors on DD Forms 1780, listed on the DD Form 2497, or any errors on the DD Form 2497.

b. Carrier Appeal of a Semiannual Evaluation.

(1) The TO shall either inform the carrier that the appeal is granted, or provide a reason for its denial. The TO's response to the carrier shall be forwarded not later than 45-days from the U.S. postmark date of the carrier's letter of appeal.

(2) An appeal, denied by the TO, may be further appealed by the carrier to the responsible MTMC Component, as appropriate. Initiation of this appeal is the responsibility of the carrier. The appeal shall be factual, and shall address the reasons why the TO's denial of the initial appeal was not warranted. An information copy of this appeal shall be forwarded, by the carrier, to the TO. In all such cases, the decision of the MTMC Component shall be final.

(3) If a carrier's appeal to a Carrier Evaluation Work Sheet/Report is upheld, the carrier's average shipment score and period of traffic denial (if any) will be adjusted. Further, in cases where the appeal is upheld and the resulting change in the average shipment score moves the carrier from an unsatisfactory to a satisfactory position, the carrier will be reinstated to the TDR and awarded sufficient tonnage to reestablish the carrier's relative position among other carriers on the TDR.

9. Turned Back or Pulled Back Shipments.

a. Overbooking occurs when the origin TO is notified by the carrier that the carrier is unable to service a shipment previously accepted. The carrier will be charged administrative tonnage on the TDR when the carrier turns back a shipment to the TO as a result of overbooking. If the TO must pull back a shipment and retender the shipment to another carrier, or the carrier fails to pickup the shipment on the agreed pickup date, administrative tonnage will be charged. A carrier must receive permission from the TO to turn back a shipment.

b. A shipment that has been turned back by the carrier, seven days or less prior to the established pickup date, will be scored at an administrative score of 40 points. A shipment turned back by the carrier, after it has been packed and/or picked up by the local agent, will also receive an administrative score of 40 points. The remarks section of DD Form 1780 will contain a statement to the effect that the shipment was turned back by the carrier. The carrier will be charged administrative weight on the TDR.

c. Shipments pulled back or turned back through no fault of the carrier are not scored and no tonnage is charged (i.e., members orders have changed, shipment is bug infested). When the TO determines that shipments must be pulled back from a carrier to protect the interests of the Government, the shipments will not be scored and no tonnage charged. For example, the TO imposes an immediate suspension on a carrier and he has already awarded three shipments for pickup. The TO pulls back the shipments, but does not score the shipments.

d. Repeated turn backs may be considered adequate grounds for suspension action.

e. If it is evident that an agent is the cause for the turn back or pull back, the agent will be disqualified.

f. Shipments that have been pulled/turned back within seven days or less of the pickup date, are considered short notice shipments when being reallocated to a new carrier. Such shipments will not be charged against the new carrier on the TDR. Such shipments will be coded on the TDR, for identification and audit purposes as follows: "PG" for pullback or "TC" for turnback on automated TDRs, or "B" for manual TDRs.

10. Long Delivery Out of SIT.

a. A carrier, having operating authority to the new destination, is obligated to forward the shipment to the new destination. Applicable transit times, in accordance with this regulation, will be used as a guide for long deliveries. Long delivery out of SIT may not be used for shipments requiring further over-ocean movement. These shipments must be terminated at the SIT facility and reshipped.

b. Long delivery out of SIT is a shipment delivering from a destination SIT warehouse more than 30 miles from the warehouse in the domestic program; and household goods more than 50 miles, and unaccompanied baggage more than 30 miles in the international program.

c. The destination TO will order long deliveries out of SIT by preparing a Certificate for Delivery from SIT. A delivery address should be obtained by the (first) destination TO before releasing any shipment out of destination SIT. If no delivery address is provided, the Certificate Of Delivery should include a statement as to how many days SIT were used and how many days SIT are authorized. The destination TO (first TO) as specified on the PPGBL, will send an information copy of the Certificate for Delivery from SIT to the origin to make them aware of the new destination. The first destination TO is also responsible for ensuring that the newly established destination TO (second destination TO) receives a copy of DD Form 1780, and any other pertinent information, for final destination evaluation. The second destination TO will complete the evaluation at final destination and return the necessary forms to the origin TO within 45 days of shipment delivery.

d. The carrier will prepare a DD Form 619 for billing purposes which shall include all accessorial services incidental to the delivery of the shipment. The carrier will return the completed DD Form 619 to the TO that authorized the services. The appropriate TO will verify and sign the form, keeping one copy in the permanent shipment file, and returning the remainder to the carrier.

e. Scoring long delivery shipments will be based on the original PPGBL or PPGBL correction notice. The first destination TO, as specified on the PPGBL, when issuing the Certificate for Delivery from SIT (DD Form 173/2) will notify the origin TO to make them aware of the new destination. The first destination TO is responsible for ensuring that the newly established destination TO (second TO) receives a copy of DD Form 1780, and any other information for final destination evaluation. The second destination TO will complete the evaluation at destination and return the necessary forms to origin within 90 days of delivery.

f. A missed RDD, established on the Certificate for Delivery from SIT, will be considered a tender of service violation. Points will not be deducted on the shipment score. Only one letter of warning or suspension, will be issued per shipment.

D. TO ACTIONS AS A RESULT OF QUALITY ASSURANCE IMPOSED SANCTIONS.

AGENT DISQUALIFIED / CARRIER IN NONUSE

CARRIER SUSPENSION

CARRIER IMMEDIATE SUSPENSION (LETTER OF WARNING NOT REQUIRED)

RETURN OF LOI

No further traffic will be tendered to carrier. No SIT will be authorized to the disqualified agent.

No further traffic will be tendered.

No further traffic will be tendered.

No further traffic will be tendered.

TO has option of retendering shipments still at origin.

TO has option of retendering shipments still at origin.

TO should rebook shipments still at origin unless member inconvenience will occur.

TO has option of retendering shipments at origin.

Shipments in pipeline remain with carrier.

Shipments in pipeline remain with carrier.

Shipments in pipeline remain with carrier.

Shipments not p/u will be pulled back.

TO has option of terminating all shipments in the pipeline.

D.1 MC ACTIONS- NONUSE

FAILURE TO MEET ADMINISTRATIVE REQUIREMENTS

No further traffic
will be tendered.

May rebook
shipments still at
origin unless
member inconven-
ience will occur.

Shipments in pipe-
line remain with
carrier (unless
otherwise directed
by MTMC)

PENDING DISQUALIFICATION BOARD

No further traffic
will be tendered.

May rebook shipments
still at origin unless
member inconvenience
will occur.

Shipments in pipeline
remain with carrier
(unless otherwise
directed by MTMC)

NO LOI ON FILE (NONUSE BY RATE AREA)

No further traffic
will be tendered.

Shipments booked
or in pipeline remain
with carrier (unless
otherwise directed
by MTMC)

NO AGENCY AGREEMENT

No further traffic
will be tendered.

Shipments
booked or in
pipeline re-
main with
carrier (un-
less otherwise
directed by
MTMC)

D.2. HQ MTMC ACTIONS

DISQUALIFICATION REMOVAL FROM DOD PROGRAM APPROVAL REVOCATION

	<u>A</u>	<u>B</u>
Unsatisfactory Performance	Carrier can complete movement of shipments.	Carrier cannot complete movement of shipments in pipeline.
No further traffi will be tendered.	No further traffic will be tendered.	No further traffic will be tendered.
TO may rebook shipments still at origin unless member incon- venience will occur (unless otherwise directed by MTMC).	Rebook all shipments still at origin.	Rebook all shipments still at origin.
Shipments in pipeline remain with carrier (unless otherwise directed by MTMC).	Shipments in pipeline remain with carrier (unless otherwise directed by MTMC)	Terminate and retender all shipments in pipeline.

E. SHIPMENT EVALUATION AND INSPECTION FORM (DD FORM 1780).

1. The following procedures will be used when preparing DD Form 1780:

- a. BLOCK 1 - DATE. Enter the date the form is initiated by the origin TO.
- b. BLOCK 2 - MEMBER'S IDENTIFICATION. Enter the name and social security account number (SSAN) of the service member. The identification will be expressed Last Name, First Name, Middle Initial, and SSAN format, i.e. JONES, John J., 123-45-6789.
- c. BLOCK 3 - GRADE/RANK. Enter the member's pay grade or rank. Pay grades should be expressed as E - - for Enlisted Members, W - for Warrant Officers, O - - for Commissioned Officers, and GS & GM- - for DOD Civilians.
- d. BLOCK 4 - COMPONENT. Enter the member's branch of service in the following alpha codes:
 - (1) A - U.S. Army
 - (2) F - U.S. Air Force
 - (3) M - U.S. Marine Corps
 - (4) N - U.S. Navy
 - (5) P - Coast Guard
- e. BLOCK 5 - CARRIER - SCAC. Enter the carrier's name. Use abbreviations only if the carrier's identity is maintained. On the right hand side, in upper case letters, enter the carrier's assigned Standard Carrier Alpha Code (SCAC).
- f. BLOCK 6 - PPGBL/ORDER NUMBER. Enter the assigned PPGBL number for shipments moving on a PPGBL. Enter the service order number for shipments moving on a service order.
- g. BLOCK 7 - ORIGIN TO - GBLOC. Enter the name, state and ZIP code (or APO/FPO number) of the origin TO. Use abbreviations only if the TO's identity is maintained. On the right hand side, in upper case letters, enter the TO's assigned GBLOC found in the PPCIG.
- h. BLOCK 8 - DESTINATION TO - GBLOC. Enter the name, state and ZIP code (or APO/FPO) of the destination TO. Use abbreviations only if the TO's identity is maintained. On the right hand side, in upper case letters, enter the TO's assigned GBLOC found in the PPCIG.

i. BLOCK 9 - CODE OF SERVICE. Enter the code of service by which the shipment is being made. Identify domestic shipments as "A" for interstate shipments and "B" for intrastate shipments.

j. BLOCK 10 - PICK UP ADDRESS. Enter the number, street name, city, state and ZIP code where the shipment picked up. Use abbreviations only if the identity of the pickup address is maintained. Note on the storage company, lot number, and storage weight if the shipment is coming out of nontemporary storage (NTS).

k. BLOCK 11 - DELIVERY ADDRESS. Enter the number, street name, city, state and ZIP code where the shipment was delivered. Use abbreviations only if the identity of the delivery address is maintained.

l. BLOCK 12 - PICK UP DATE. Enter the pick up date indicated on the PPGBL.

m. BLOCK 13 - MISSED PICK UP. Did the shipment miss the agreed pick up date as stated on the PPGBL? Enter YES or NO.

n. BLOCK 14 - RDD. Enter the required delivery date (RDD) established by the origin TO as stated on the PPGBL.

o. BLOCK 15 - MISSED RDD - # DAYS. Enter YES or NO if the shipment failed to meet the agreed delivery date as stated on the PPGBL. In the right hand side, indicate the number of days the shipment was delayed by counting from the 1st day after the RDD up to the actual delivery date, i.e. RDD is 3 Mar, shipment delivered 5 Mar, the shipment is delayed 2 days. Entry should look like this: "YES/2 DAYS".

p. BLOCK 16 - ESTIMATED LOSS/DAMAGE. Enter the member's estimated dollar amount for loss and/or damage incurred during the move. If no loss and/or damage occurred, enter a numeric zero. Do Not leave this block blank.

q. BLOCK 17 - DATE IN SIT. Enter the date the shipment went into SIT. In case of split shipments, the delivery date for SIT would be the date the final increment delivers. Serial delivery dates of split shipment increments, with piece counts should be annotated in Remarks section (block 25) to provide an audit trail for later shipment evaluation.

r. BLOCK 18 - DATE OUT OF SIT. Enter the date the shipment delivered out of SIT.

s. BLOCK 19 - DELIVERY DATE. Enter the date the shipment delivered to final destination/residence. In the case of split shipments, the shipment is not considered to be completely delivered until the final increment of the shipment has been delivered. If there is a split shipment, enter the date of delivery of the final increment of the shipment in this block.

t. BLOCK 20 - WEIGHT. Enter the weight of the shipment if known, otherwise leave blank.

u. BLOCK 21 - LOSS and/or DAMAGE - TYPE - SOURCE. Enter the type of loss/damage incurred by using the following alpha codes:

- N - No loss or damage.
- H - High value loss.
- W - Water damage.
- D - All damage other than water damage.
- L - All other types of loss.

If there is both loss and damage enter the code for the category that appears to be the most predominate. Enter the data source for loss/damage by using the following alpha codes for documents used:

- D - Joint Statement of Loss or Damage at Delivery, DD Form 1840.
- C - Claims data, either a DD Form 1840R or adjudicated claim.
- X - Other Documents (DD Form 619, DD Form 1843, etc.).
- I - Inspection by TO.

v. BLOCK 22 - CUSTOMER SATISFACTION. Mark appropriate box (YES/NO or UNK for unknown) to indicate the member's feelings about the service provided by the carrier. The indication of customer satisfaction or dissatisfaction may be determined through the use of a local customer satisfaction report or through direct contact with the member. Any indication of unsatisfactory service should be brought to the attention of the origin TO in the event corrective action may be necessary. Customer satisfaction may be annotated by either or both the origin and destination TO's.

w. BLOCK 23 - TENDER OF SERVICE VIOLATIONS. Enter Alpha codes from block 24 for specific violations of the Tender of Service. Do not enter tender of service paragraph numbers in this block.

x. BLOCK 24 - SHIPMENT INSPECTION. Check violations as noted. Explanations are required in the remarks section for every tender of service violation checked.

y. BLOCK 25 - REMARKS. Enter the paragraph number for each tender of service violation and explain the violation. Use this block to note any information that may be important in evaluating the carrier.

z. BLOCK 26 - PRINT NAME/SIGNATURE OF ORIGIN INSPECTOR. Print or type origin inspectors name below signature. If no inspection was performed, enter "Not inspected at origin".

aa. BLOCK 27 - PRINT NAME/SIGNATURE OF DESTINATION INSPECTOR.
Print or type destination inspectors name below signature. If no inspection was performed, enter "Not inspected at destination".

bb. BLOCK 28 - PRINT NAME/SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE. Print or type name of the shipping office representative below signature. This block must be signed when tender of service violations are noted, or the score is less than 100. Scores of 100 with no violations do not need to be signed.

cc. BLOCK 29 - SHIPMENT EVALUATION. Mark appropriate box if shipment was satisfactory or unsatisfactory. This notifies the carrier that while this individual shipment may not warrant a Letter of Warning, it is still not up to the level of service expected. All shipments with scores under 90 shall be marked unsatisfactory.

dd. BLOCK 30 - SHIPMENT SCORE. Enter the final individual shipment score. This must be done by origin TO once the evaluation is completed.

2. DD Form 1780 Procedures:

a. DD Form 1780 is the only form which will be used to evaluate and score an individual shipment.

b. The origin TO will prepare and provide copy of the DD Form 1780 to destination TO to arrive prior to the shipment RDD, and establish a suspense for receipt of delivery information. Upon delivery, destination TO will input delivery information into the automated system, or annotate DD Form 1780 and return a copy with the DD 1840-R, if available, to the origin TO. If origin TO has not received the delivery information by the suspense date, origin TO will forward a duplicate copy of the DD Form 1780 to destination TO requesting status. Suspense will be reset for the 11th month from pickup for scoring purposes. Upon receipt of destination information, and not later than during the 11th month from pickup, shipment evaluation will be performed.

c. Completed DD Form 1780 distribution procedures:

- (1) Original to carrier.
- (2) Copy to carrier's performance file.
- (3) Distribution to local agent is optional, to be determined by each activity.

d. At no time will copies of DD Form 1780 be forwarded directly to HQ MTMC, on a routine basis. The DD Form 1780 will be forwarded to HQ MTMC when a single form, or series of forms, are being used as supporting documentation in requesting disqualification of a carrier. All such requests must be routed through the appropriate MTMC component.

SHIPMENT EVALUATION AND INSPECTION RECORD				1. DATE (YYYYMMDD)		REPORT CONTROL SYMBOL	
2. MEMBER'S NAME (Last, First, Middle Initial)		3. GRADE/RANK	4. COMPONENT	5. CARRIER NAME		SCAC	
6. PPGBL/ORDER NUMBER	7. ORIGIN PPSO		GBLOC		8. DESTINATION PPSO		GBLOC
9. CODE OF SERVICE							
10. PICKUP ADDRESS (Street, City, State and ZIP Code)			11. DELIVERY ADDRESS (Street, City, State and ZIP Code)				
12. PICKUP DATE (YYYYMMDD)		13. MISSED PICKUP (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		14. REQUIRED DELIVERY DATE (RDD) (YYYYMMDD)		15. MISSED RDD (X one) <input type="checkbox"/> YES (No. of days) <input type="checkbox"/> NO	
17. DATE IN STORAGE-IN-TRANSIT (SIT) (YYYYMMDD)		18. DATE OUT OF SIT (YYYYMMDD)		19. DELIVERY DATE (YYYYMMDD)		20. WEIGHT	
21. LOSS/DAMAGE (If applicable)				22. CUSTOMER SATISFACTION (X one)		23. TENDER OF SERVICE VIOLATIONS CODE(S)	
a. TYPE		b. SOURCE		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			
24. SHIPMENT INSPECTION (Explain all marked Tender of Service (T/S) Violations in Remarks.)							
T/S (X) CODE VIOLATION				T/S (X) CODE VIOLATION			
<input type="checkbox"/> A FAILED TO PERFORM PREMOVE SURVEY (If applicable)				<input type="checkbox"/> N FAILED TO PROVIDE REQUIRED DOCUMENTS TO MEMBER			
<input type="checkbox"/> B IMPROPERLY PACKED /LOADED SHIPMENT				<input type="checkbox"/> O FAILED TO UNPACK/REASSEMBLE			
<input type="checkbox"/> C IMPROPER/INADEQUATE PACKING MATERIAL				<input type="checkbox"/> P FAILED TO COMPLY WITH SIT REQUIREMENTS			
<input type="checkbox"/> D PREPARED INVENTORY IMPROPERLY				<input type="checkbox"/> Q CONTAINERS NOT PROPERLY MARKED			
<input type="checkbox"/> E PREPARED DD619/DD1840 IMPROPERLY				<input type="checkbox"/> R FAILED TO PROTECT CONTAINERS FROM WEATHER			
<input type="checkbox"/> F USED UNQUALIFIED PERSONNEL				<input type="checkbox"/> S FAILED TO PACK, WEIGH AND ENTER PBP&E ON INVENTORY/PPGBL			
<input type="checkbox"/> G IMPROPERLY SERVICED/DESERVICED APPLIANCES				<input type="checkbox"/> T FAILED TO REPORT SHIPMENT IN WEEKLY REPORT			
<input type="checkbox"/> H FOLDED/FAILED TO PROPERLY ROLL RUG(S)				<input type="checkbox"/> U UB/HHG CONTAINERS FAILED TO MEET SPECIFICATIONS			
<input type="checkbox"/> I FAILED TO RECORD LOSS/DAMAGE				<input type="checkbox"/> V FAILED TO NOTIFY PPSO OF INABILITY TO MEET RDD			
<input type="checkbox"/> J FAILED TO WEIGH SHIPMENT AS PRESCRIBED BY ICC				<input type="checkbox"/> W FAILED TO TRACE WITHIN 24/48 HOURS (As applicable)			
<input type="checkbox"/> K FAILED TO REMOVE PACKING MATERIALS/DEBRIS				<input type="checkbox"/> X FAILED TO NOTIFY PPSO OF ARRIVAL/DELIVERY			
<input type="checkbox"/> L FAILED TO REWEIGH WHEN REQUESTED				<input type="checkbox"/> Y FAILED TO CONTAINERIZE AT RESIDENCE			
<input type="checkbox"/> M FAILED TO PROVIDE REQUIRED DOCUMENTS TO PPSO				<input type="checkbox"/> Z OTHER (See Remarks)			
25. REMARKS							
26. PRINTED NAME/SIGNATURE OF ORIGIN INSPECTOR				DATE SIGNED		29. SHIPMENT EVALUATION (X one)	
27. PRINTED NAME/SIGNATURE OF DESTINATION INSPECTOR				DATE SIGNED		<input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	
28. PRINTED NAME/SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE				DATE SIGNED		30. SHIPMENT SCORE	

DD FORM 1780, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure BM-1. DD Form 1780-R, Shipment Evaluation and Inspection

F. MATRIX FOR SCORING INDIVIDUAL SHIPMENTS.

The following table assumes that the carrier has earned 20 points for meeting the pickup date specified on the PPGBL. If the carrier missed the pickup date, 20 points should be deducted from the shipment score shown on the matrix.

DAYS LATE	ESTIMATE \$ LOSS/DAMAGE										
	\$0	\$1- \$100	\$101- \$200	\$201- \$300	\$301- \$400	\$401- \$500	\$501- \$600	\$601- \$700	\$701- \$800	\$801- \$900	Over 900
0	100	98	96	94	92	90	84	78	72	66	60
1	96	94	92	90	88	86	80	74	68	62	56
2	92	90	88	86	84	82	76	70	64	58	52
3	88	86	84	82	80	78	72	66	60	54	48
4	84	82	80	78	76	74	68	62	56	50	44
5	80	78	76	74	72	70	64	58	52	46	40
6	76	74	72	70	68	66	60	54	48	42	36
7	72	70	68	66	64	62	56	50	44	38	32
8	68	66	64	62	60	58	52	46	40	34	28
9	64	62	60	58	56	54	48	42	36	30	24
10+	60	58	56	54	52	50	44	38	32	26	20

G. CARRIER EVALUATION WORKSHEET/REPORT (DD FORM 2497).

The following procedures will be used when preparing and distributing DD Form 2497:

1. NAME OF CARRIER. Enter the carrier's name and the carrier's Standard Carrier Alpha Code (SCAC), in upper case letters.

2. TYPE. Check either ITGBL for international shipments or TGBL for domestic shipments.

3. PERIOD COVERED. Enter dates.

4. CODE OF SERVICE. Check either UB for unaccompanied baggage (Codes J, 7, 8), or HHG for household goods (Codes 4, 5, 6, T, or 1, 2,).

5. NAME OF ORIGIN SHIPPING OFFICE. Enter the name, state and ZIP code (or APO/FPO number in the clear when authorized) of the preparing TO. Abbreviation is authorized as long as the identity of the activity is maintained. Enter the Government Bill of Lading Code (GBLOC) for the origin, in upper case letters, in the upper right hand corner of this block.

6. PROPERTY OWNERS NAME. Enter the name of the member expressed in last name, first name, and middle initial format. For example, Smith, Sally S.

7. SHIPMENT PICK UP DATE. Enter the date the shipment was picked up at origin.

8. SHIPMENT PICK UP DATE/PPGBL NUMBER. Enter the number of the PPGBL in the blocks provided. For shipments moving on a service order, enter the service order number.

9. SHIPMENT EVALUATION.

a. PICK UP. Enter "Yes" if shipment met its scheduled pick up date, and "No" if it did not.

b. RDD. Enter number of days shipment was late. if shipment was on time, enter a numeric "zero".

c. L/D. Enter estimated amount of loss and/or damage.

d. If a shipment is being scored as a turnback or pullback, enter either "turnback" or "pullback" as appropriate across 9 a, b and c.

10. POINTS. Enter the individual numerical shipment score. Total the number of points for each individual page at the bottom of column 10 under "Total Points This Page".

NOTE: Continue on subsequent pages as necessary. Insure that continuation pages are appropriately numbered (i.e., Page __ of __) in the space provided at the top of the form. After

recording the data for all DD Form 1780s contained in the carrier's performance file for the performance period enter, "Last Shipment Entry" on the next line after the last entry.

11. NUMBER OF SHIPMENTS SCORED. Once the evaluation period is over enter the total number of shipments scored.

12. AVERAGE SHIPMENT SCORE. Enter the carrier's score for the evaluation period. To derive the average shipment score, add together all the scores in column 10, (Points), and divide by the total number of shipments in column 11, (No. of shipments scored). Scores will not be rounded. Scores will be recorded to the second decimal place, for example, 91.79 or 99.99.

13. CARRIER STATUS. If the average shipment score is 90 or above, mark satisfactory; if 89.99 or below, mark unsatisfactory

14. NAME OF TO. Self explanatory.

15. SIGNATURE OF TO. Self explanatory.

16. DATE. This should be the same date the form is mailed to the carrier.

17. NUMBER OF SUSPENSIONS. Show total number of regular and/or immediate suspensions for the carrier imposed during the period covered.

18. TRAFFIC DENIAL PERIOD. If carrier status is unsatisfactory, enter appropriate traffic denial period in number of days, for example 60 days or 120 days.

19. REINSTATEMENT DATE. Enter the date the carrier will be reinstated to the appropriate TDRs.

H. INSTRUCTIONS FOR PREPARING A DD FORM 1814, CARRIER NOTICE OF WARNING/SUSPENSION/REINSTATEMENT/CANCELLATION.

1. Preparing the DD Form 1814.

- a. In the title block, check type of action.
- b. Enter the date the form is initiated by the TO.
- c. Enter complete address of TO to include ZIP code and GBLOC.
- d. Enter complete name and address of carrier to include SCAC.
- e. Part 1 - Shipment Data

- (1) Enter name of personal property owner; Last, First, Middle initial.
- (2) Enter PPGBL number.
- (3) Enter pickup date.
- (4) Enter destination city or activity and state.
- (5) Continue in remarks section if necessary.

f. Part 2 - Carrier Action

- (1) Check appropriate box for action taken.
- (2) When the DD Form 1814 is used as a Letter of Warning or Suspension, note all tender of service violations, to include paragraph number, with explanations.
- (3) Type or print name of TO officer.
- (4) Signature of TO officer.
- (5) Enter effective date of action.

2. Distribution of DD Form 1814.

- a. Letters of Warning issued at a military air or water terminal. When issued by a military air or water terminal commander, an original and two copies of DD Form 1814 shall be prepared and distributed as follows:

(1) The original Letter of Warning shall be forwarded to the home office of the carrier.

(2) One copy shall be forwarded to the origin TO for placement in the carrier's performance file.

(3) One copy for the terminals files.

b. Letters of warning/suspension issued by the TO. The DD Form 1814 will be distributed as follows:

(1) The original will be sent to the home office of the carrier. Letters of Warning for Suspension must be forwarded by certified mail, return receipt requested.

(2) When the action results from a recommendation by the destination TO, an information copy will be sent to the destination TO.

(3) one copy shall be retained in the carrier's performance file.

(4) One copy provided to the carrier's agent.

c. Letters of Reinstatement/Cancellation. After expiration of the minimum 30 day suspension period and when the TO is satisfied that the carrier has taken adequate corrective action, the TO shall issue a letter of reinstatement to advise the date reinstatement will be effective. A DD Form 1814 will be issued as soon as possible for any action that is canceled or retracted (for example, a suspension that was successfully appealed by a carrier). An original and two copies of the letter of reinstatement or cancellation shall be prepared and distributed as follows:

(1) The original DD Form 1814 shall be forwarded to the home office of the carrier.

(2) One copy provided to the carrier's local agent.

(3) One copy shall be retained in the carrier's performance file.

CARRIER NOTICE OF				1. DATE (YYYYMMDD)
<input type="checkbox"/> WARNING	<input type="checkbox"/> SUSPENSION	<input type="checkbox"/> REINSTATEMENT	<input type="checkbox"/> CANCELLATION	
2. FROM		3. TO		
SECTION I - SHIPMENT DATA				
4. PROPERTY OWNER'S NAME	5. PGBL	6. PICKUP DATE (YYYYMMDD)	7. DESTINATION	
SECTION II - CARRIER ACTION				
8. <input type="checkbox"/> a. DUE TO THE VIOLATIONS CITED BELOW, YOU ARE HEREBY WARNED THAT A REPETITION OF THE TYPE OF SERVICE PROVIDED IN SECTION I ABOVE WILL SERVE AS A BASIS FOR YOUR SUSPENSION. <input type="checkbox"/> b. DUE TO THE VIOLATIONS CITED BELOW, YOUR COMPANY IS SUSPENDED AT THIS ACTIVITY UNTIL PROOF OF CORRECTIVE ACTION IS PROVIDED. <input type="checkbox"/> c. YOUR COMPANY WILL BE REINSTATED TO THE LIST OF CARRIERS ELIGIBLE TO SERVE THIS ACTIVITY ON THE DATE SHOWN BELOW.				
9. TENDER OF SERVICE VIOLATIONS/REMARKS				
10a. NAME OF PERSONAL PROPERTY SHIPPING OFFICER (Last, First, Middle Initial)		b. SIGNATURE		11. EFFECTIVE DATE OF ACTION (YYYYMMDD)

DD FORM 1814, SEP 1998 (EG)

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Figure BM-3. DD Form 1814-R, Carrier Notice of Warning/Suspension
BM-40

I. APPELLATE ADDRESSES

Inquiries and appeals should be directed to the office with the area of responsibility.

Addresses:

Commander
Headquarters, Military Traffic Management Command
ATTN: MTPP-HQ
5611 Columbia Pike
Falls Church, Virginia 22041-5050
Phone: (703) 681-6292 / DSN 761-6292

For installations located in Central Europe, England and the Mediterranean:

Military Address:
HQ USEUCOM
MTMC, 598th TRANS GP (TML)
Personal Property Division
Unit 30400, Box 1000
APO AE 09128

Civilian Address:
HQ USEUCOM
MTMC, 598th TRANS GP (TML)
Personal Property Division
GEB. 2304
Patch Barracks
70569 Stuttgart

Phone: 0711-680-8248/DSN 430-8248
Phone from outside Germany: 49-711-680-8248

For installations located in Alaska:

Directorate of Logistics
ATTN: APVR-RDL-TP
977 Davis Highway
Fort Richardson AK 99505-7000
Phone: (907) 384-1833/DSN: 317-384-1833

For installations located in the Pacific, to include Hawaii,
Korea, Japan and Guam:

Commander
ATTN: MTWPA-OP-PP
599th U.S. Army Transportation Terminal Group (TML)
Bldg 204
Wheeler Army Air Field HI 96854-5155
Phone: (808) 656-3741/DSN 315-456-3741

J. REPORTING PROCEDURES

1. PPSOs must forward a semi-annual report of all carriers' TQAP scores for household goods and unaccompanied baggage to HQ MTMC/MTPP-HQ.
2. The purpose of the report is to provide data to HQ MTMC to determine policy issues, establish transit times, convene carrier review boards, adjust scoring and suspension policies, determine the effectiveness of quality assurance programs, and detect operational problems or trends in different rate channels.
3. The preferred method of reporting scores to HQ MTMC is electronically through the automated system. If electronic means are not available, mail is acceptable. Reports are due not later than the first day of each new rate cycle.

APPENDIX BN

GUIDELINES FOR THE QUALITY CONTROL INSPECTOR

1. Skills Needed to Inspect.

a. A government operator's license for a light truck or staff car if required by the installation.

b. An inspector must have the ability to:

(1) Communicate effectively in writing and orally. Every observation requires a record for later evaluation of the carrier or contractor or as information for use by the property owner or the government. These reports must be clear, concise, and accurate. Inspectors, because of their direct contact with the property owner, must be adept at personal property counseling.

(2) Work effectively under stress. The inspector must arbitrate differences between carrier personnel and property owners without being intimidated by either party. Decisions must often be made at the scene without coordination with higher authority. These decisions must be made based on broad working knowledge to avoid criticism and delays.

(3) Prepare reports and other written technical material, including the task of evaluating procedures and suggestions for revision of regulations. Technical material must be technically correct, including content and grammar. Fully familiar with automated system to input and retrieve information and forms.

(4) Work independently and effectively plan day-to-day activities.

2. Responsibilities of the Inspector.

a. Observe, document, and evaluate carrier or contractor performance in moving personal property of DOD personnel and make sure that carriers or contractors comply with service tenders, tariffs, contract specifications, and government regulations used in handling this property.

b. Resolve controversial procedural problems involving rights of members and requirements of carriers or contractors to perform desired services.

c. Advise members on entitlements when questions arise after initial counseling.

3. Qualifications of the Inspector.

a. Experience. Experience as personal property counselors will provide authority and poise in dealing with members of all pay grades.

b. Training. The inspector should be given sufficient training to have a broad understanding of every aspect of the personal property program, including automated systems. Transportation officers must consider the applicants' training, education, experience, and growth potential before placing the person in quality control duties. Applicants should have a transportation background and personal property experience. They must also have developed the communication skills required for counseling and be able to interpret and apply contract specifications and regulations to task requirements.

4. Equipment Needed to Inspect.

a. Vehicle. Vehicles may be military, General Services Administration (GSA), or POV or from a combination of these if it is advantageous to the government. A POV may be used on a reimbursable basis by employees for travel within or outside their duty station. Mileage rates are stated in the JTR/JFTR. Travel orders are not necessary. Payment can be certified after the fact using SF1164, Claim for Reimbursement for Expenditures on Official Business. Use of POV can be exclusive, provided the travel budget is so established, or POV can be used with a military or GSA vehicle to meet unforeseen needs such as nonavailability. Establishing a travel budget for other than military vehicles must be justified as advantageous to the government. Nonavailability of government vehicles can be used to justify the budget. A POV is the most flexible arrangement. However, the inspector must consent to use his or her POV and may refuse without any inference being drawn. When a POV is used, vehicles do not require maintenance and pooling.

b. Kit (briefcase). A briefcase to accommodate working papers, publications, maps, blank forms, magnifying glass, and tape measure is a necessity.

c. Camera with Flash. Instant printing cameras should be available for household goods inspectors. "A picture is worth a thousand words."

d. Pager/Cellular Phone. Bases near metropolitan areas will have access to commercial packet paging systems. If included in the budget, units can be obtained by monthly rental. Pagers have an advantage over telephone call-in procedures from residences of property owners as telephones are often disconnected when moving. In some cases cellular telephones may be more practical when considering factors such as availability of services, costs, and the size of the area of responsibility. The ability to establish instant communication with the inspector for redispach to locate members during carrier free time on inbound shipments can save storage-in-transit money. Immediate access to the inspector by both the property owner or the carrier creates a feeling of security in the community.

e. Badge or Nameplate. Inspectors should wear badges listing their name and also stating Quality Control Inspector.

f. Quality Control Inspection Cards. The inspector's professionalism can be increased by providing the member a card containing his or her name and other pertinent information. The reverse side of the card can be used for additional information useful to the member. For example, short moving day tips or reminders of vital actions to be taken by the member. Local reproduction of the card is authorized.

g. Directives. The following directives pertain to the duties of the quality control inspector of personal property and should be readily available.

(1) DOD 4500.9-R, Part IV, Defense Transportation Regulation (DTR) Personal Property.

(2) Service Regulation, as applicable.

(3) Rate Solicitations.

5. Preparing for the Inspection.

a. Before any inspection, the inspector will determine the property location, the carrier or contractor performing the services, the type of shipment, and the pack and pickup date and time.

b. Calling the carrier agent's dispatcher for an estimate of the pickup or delivery time will make sure that someone is at the residence when it is essential.

c. When the jobs assigned exceed capability, the inspector must decide which jobs will not be inspected. These jobs must be the ones that are the least urgent or involve the most time and expense.

6. Conduct of the Inspector.

a. The Inspector Must Always be Tactful. Carriers' services are defined by laws, rules of regulatory bodies, economics. If the demands of a member exceeds the service agreed to by the carrier and the government, the inspector must support the carrier and counsel the member. On the other hand, carrier representatives that are inefficient or unfamiliar with contractual requirements will require counseling by the inspector. This is especially important during summer months when the local agent may be using summer hires.

b. Service to Members. Maximum service to the member must always be uppermost in the mind of the inspector. However, the entitlements established by law and the regulations of the military department concerned cannot be exceeded.

c. Personal Characteristics.

(1) Carrier Personnel. Each assignment presents a different scene with new people and unusual items to move. After a short while, on the job, the carrier personnel, particularly crew leaders, become well-known. While the inspector must maintain a distance to assure a professional relationship, this gives the inspector an advantage, if properly pursued. The quality of service provided by the crew on previous jobs reveals their strengths and weaknesses and the attitude of carrier personnel toward the consumer, particularly a complaining one, can be predicted. This situation must be handled carefully by the inspector to avoid giving the impression that the carrier and government representatives are collaborating against the customer; that is, "two on one."

(2) Military Members. Personal characteristics of members and their spouses will also fall into the categories. Members who are absent on moving day, leaving a spouse who did not attend the counseling session to release the property, must be treated as a potential problem. Members and spouses who disagree or are entertaining friends on pack or pickup days are prone to disagree with the carrier when requested to sign the inventory. Distinguishing traits of character ranging from over concern to disinterest must be recognized early and met with serious counseling if the carrier, the government, and the member are to be adequately served. Members should arrange to have small children and pets at a different location on moving day to enhance the packout.

d. Appearance. Inspectors arriving on an assignment should look like an inspector and wear a name plate/badge. Inspectors should also carry a laminated picture identification signed by a well-known installation authority for presentation. A military uniform is not always enough to convince dependents that the inspector should be admitted into their quarters. Also, an inspector card will add the professional touch. Sometimes all the obstacles of a door-to-door salesman must be overcome. A civilian inspector should be neatly attired. Contact with carrier personnel on the way in should be confined to greetings.

e. How to Proceed. Ascertain from the property owner, away from carrier personnel, what is expected that is not being received and treatment of which possessions is causing anxiety. Services that are denied by entitlement limitation or departmental policy can be resolved by skilled recounseling. Those that involve the service of the carrier that appear to be controversial must be discussed with the crew leader out of earshot of the crew and the property owner. If results of such conversations are positive, everyone can then discuss the matter and come to an understanding.

(1) Inability to resolve the difference may result in an immediate elevation of the problem to the TO by either the property owner or the carrier. When this is imminent, the inspector will relay all the facts and conditions to his/her supervisor and make the proper written report.

(2) The most difficult problems for the inspector result from decisions that are based on his/her judgment. Refusal to crate a grandfather clock or a declared high-value antique, denying extra wrapping of furniture items, or information a claimant that damages preexisted are unpopular decisions. The inspector must make these decisions to protect the government.

(3) The inspector, however, must be accurate when making reports. The practice of not reporting deficiencies corrected on the spot breeds repetition and defeats the Quality Control Program. Carrier deficiencies are an indication of inadequate training, equipment, supplies, or attitude that must be recorded to enable correction.

f. Establishing Communications. Sometimes the carrier has not arrived to pack or pick-up when the inspector arrives and the property owner is anxious. Well-organized transportation offices have a customer service procedure that allows the inspector to report these conditions and get communications established between the carrier and the property owner, if telephones are available. This relieves the inspector for the next assignment. (If telephones are not available in the immediate vicinity and the member is immobile, contact the carrier and report back to the property owner and try to answer all questions). Sometimes the shipment has been picked up when the inspector arrives and the property owner has a problem. Copies of customer reports can be provided with counseling for reporting to the destination transportation office.

7. Post-inspection Reporting.

a. Credits for Completing an Inspection. Regardless of the number of times a shipment may be visited during a pack and pickup or delivery, credit for inspection must be limited to one. Recording each visit as an inspection will result in more inspections than shipments available to inspect. Any effort that results in contact with the property owner (or carrier) on which time or resources were expended in collecting enough information to make a report can be counted as an inspection subject to the above. Credit for the inspection will be taken on the pickup/delivery date.

b. Telephone Reporting. A call to the inspector's supervisor at the completion of each inspection, if a toll-free telephone is available, will make it possible to revise priorities and provide for inspection of direct inbound deliveries. This call also makes it possible to establish contact at the next job. Inspectors with pocket pagers, however, are always in contact for rearranging priorities.

8. Inspection Goal.

Monthly, the transportation office goal for inspection will be 50 percent of household goods, unaccompanied baggage, mobile homes, non-temporary storage, and local drayage shipments by type. Inspection quality will not be sacrificed to meet this goal.

APPENDIX BO

TRANSPORTATION MANAGEMENT ADVISORY MESSAGES (TMAs)

TMAs will be provided to each TO by HQ MTMC/MTOP-T, and upon receipt TMAs should be filed in Appendix BO of this regulation.